IAS Release 3.0

Desktop User Guide

Prepared by CRI Solutions, Inc.

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Tracking Requisition Status

Overview

In this section, the meaning of the messages that IAS generates will be explained along with how to use those messages track the status of your Requisition through key stages of the procurement process.

First, let's review the IAS messages.

When a Requisition is created and submitted, a history of Document Approval begins within IAS. At each approval point, the history will be updated with information about the Approver and the action taken. After the Requisition has been approved in FFIS, it is routed to the Acquisition Management module. An Award document is then created by the contracting staff. As the Award document is created after FFIS approval, it is not documented in the Approval History. At present, the approval information from the Acquisition Management module does not flow back into the Requisition Management module.

> **Tip!** It is very important to track the status of your Requisition in IAS. There are several points in the Procurement process when the options for your Requisition change. For example, when the requisition is approved by the Budget Approver and accepted by FFIS, you can no longer edit the price of your items. Another example is when the Requisition gets tied to an award, the accounting and billing information can no longer be updated.

The Document Approval History is displayed on the *Approval History* page under the *Requisitions* tab in the IAS Requisition Management Module. It is also displayed on the *Route History* tab in the Acquisition Management module of IAS.

> **New Feature!** In IAS Release 3.0, a user can track the status of the Receipt documents in FFIS. This feature will be covered later in this section.
>
> **Tip!** Though the Requisition Management Module does not track the Document Approval History through the Acquisition process, a user can still determine when their document has been awarded to a vendor. To do this, simply go to the *Requisition Details* page and select the appropriate Requisition. If there is a Purchase Order number listed in the *Order* field, the Requisition has been awarded.
>
> **Note:** Requisitions that have not been submitted do not have a status. They exist only in the shopping cart.

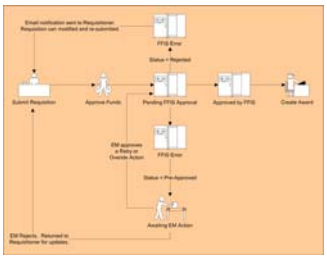
Requisition Workflow

A Requisition can be Approved or Rejected by FFIS. As stated above, when a Requisition is approved, it is routed to the Acquisition Management module. An Award document is then created in IAS by the contracting staff. If an error occurs in FFIS, the Requisition will not be approved and the status may remain as Pre-Approved or change to Rejected.

- FFIS Document Resolution Messages with a status of Pre-approved require action by a Document Resolution Manager. These messages, called Actionable Errors, are more commonly referred to as Soft Errors.

- FFIS Document Resolution Messages with a status of Rejected require action by the Requisitioner or the Budget Approver, who may request assistance from the Document Resolution Manager to understand and resolve the document. These messages are called Non-Actionable Errors, or are more commonly known as Hard Errors.

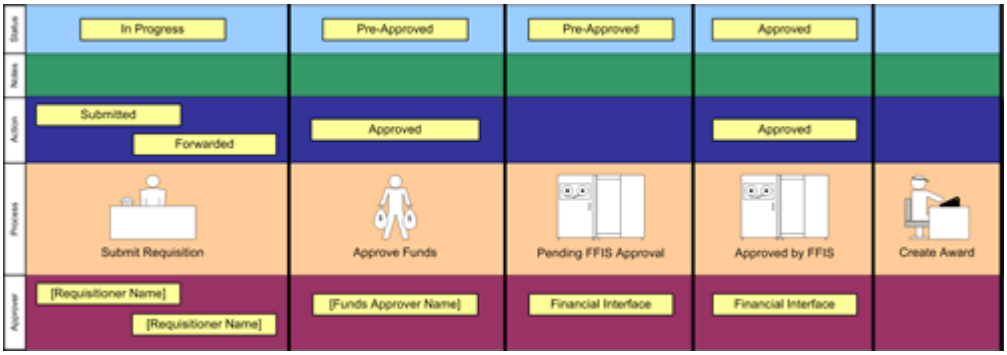
The following diagram depicts the Document Approval Workflow, including action required for Requisitions Approved or Rejected by FFIS.



See a full sized version of this flow chart at the end of this document.

Documents in Approved Status

The following diagram indicates points in the approval process at which the Document Approval History is updated, the associated approvers and messages.

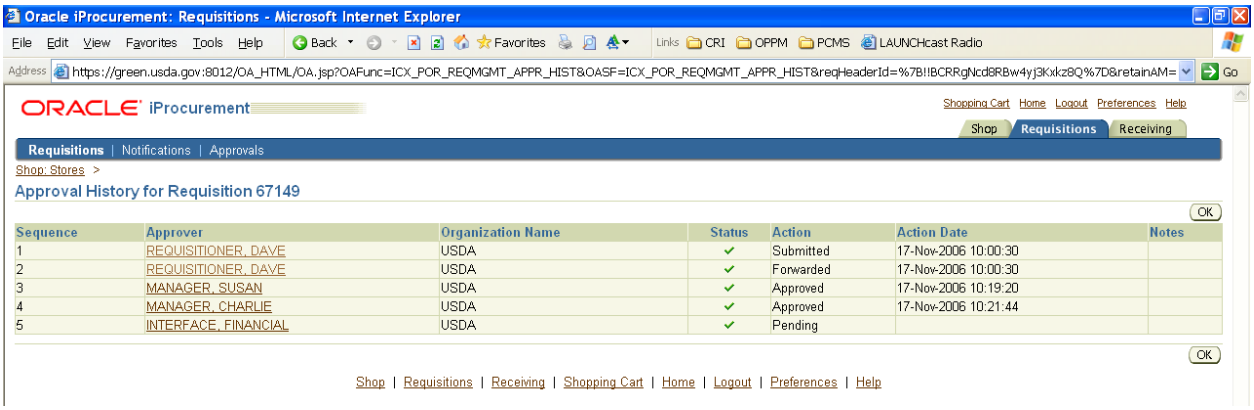


See a full sized version of this flow chart at the end of this document.

First, the user submits the Requisition and IAS logs the Requisition with *Action* "Submitted". Then, IAS forwards the Requisition to the appropriate Approver and logs the Requisition as Action "Forwarded." The Requisitioner's name appears in the *Approver* field. Additionally, all of the Approvers in the Approval Chain for that Requisition are displayed.

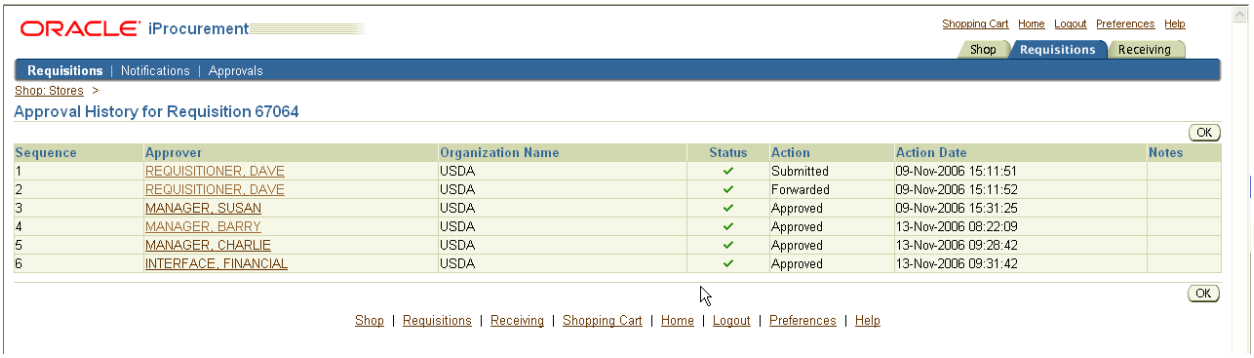
Since IAS is waiting for the first Approver in the chain to take action, IAS logs the current *Action* as "Pending." Once an Approver approves the Requisition, even if there is another Approver in the process, IAS changes the status of the Requisition to “Pre-Approved” and logs the action for that Approver as “Approved.”

Once all of the Approvers have approved the Requisition, IAS sends the Requisition to FFIS for approval. At this point the status remains “Pre-Approved,” IAS lists the *Approver* as "Interface, Financial," and logs the *Action* as “Pending.” Below is an example of the Approval History for a Requisition that is pending FFIS Approval.

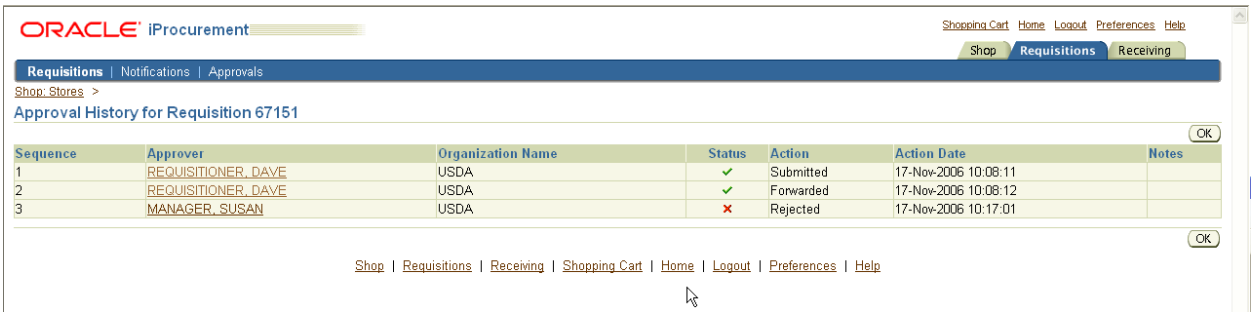


Once FFIS accepts the Requisition, IAS changes the status of the Requisition to “Approved” and logs the *Action* as “Approved.”

Below is an example of a fully-approved Requisition.



If the Requisition is rejected by an Approver, then IAS changes the status of the Requisition to “Rejected” and logs the *Action* as “Rejected.” Below is an example of how that appears in the IAS Approval History.



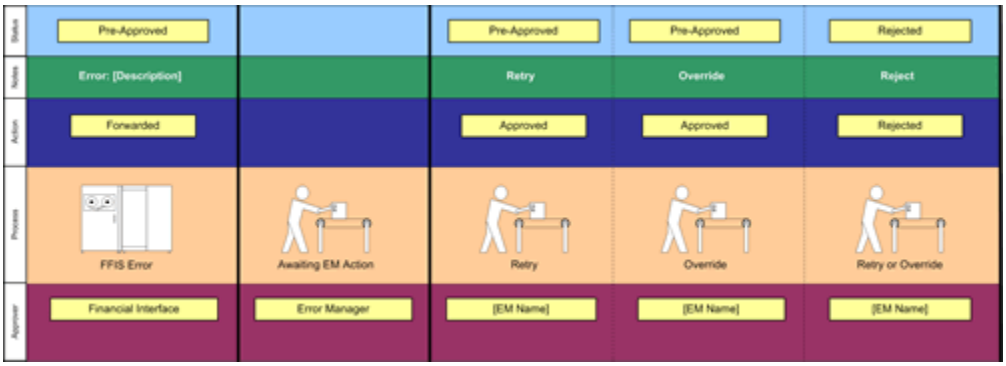
Documents Requiring Resolution – Pre-Approved Status

If a Document Resolution Message is generated and the Requisition has a Pre-approved status, the Document Approval History updates to indicate that the document is awaiting a response from a Document Resolution Manager. At this point, the title Document Resolution Manager is displayed as the Approver, as a specific individual has not yet been identified.

Once a Document Resolution Manager has responded to the message, the Document Approval History updates the name of the Document Resolution Manager who took action on the document, as well as the date and a description of the action. For instance, a Document Resolution Manager may take any of the following actions; *Override*, *Retry* or *Reject*.

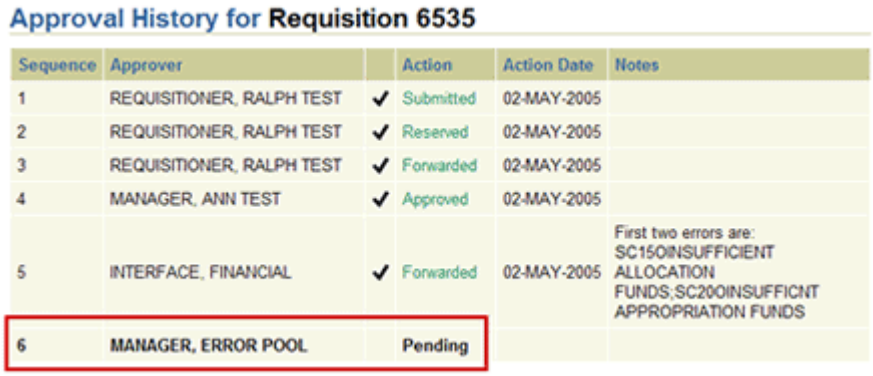
Insufficient apportionment or allocation funds are examples of Actionable messages that leave the document in Pre-Approved status. A Document Resolution Manager needs to perform an action, such as executing a Retry, before the Requisition can be approved in FFIS.

The following diagram indicates the points in the approval process at which the Document Approval History is updated, who is listed in the *Approvers* field and which messages are logged by IAS.



See a full sized version of this flow chart at the end of this document.

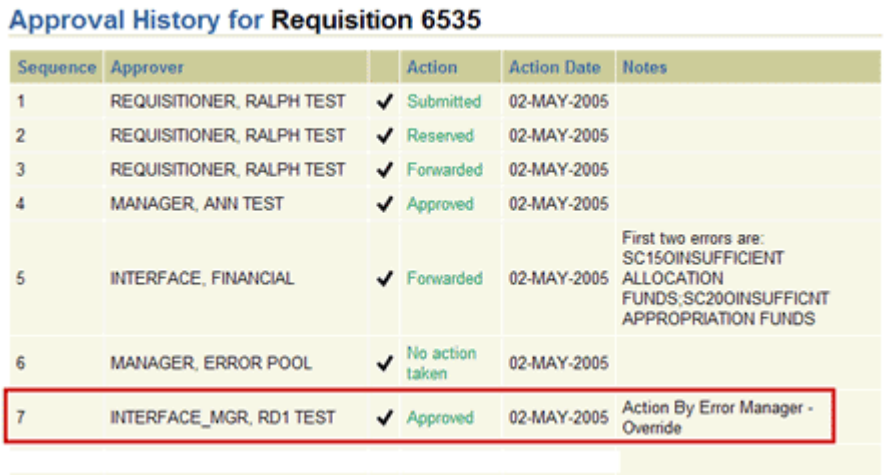
Let's look at another example. The Requisition is rejected by FFIS because of *Insufficient Allocation and Insufficient Apportionment of Funds*. The Document Approval History at this point would indicate that the Requisition is awaiting action from a Document Resolution Manager yet to be identified.



Approval History for Requisition 6535

Sequence	Approver		Action	Action Date	Notes
1	REQUISITIONER, RALPH TEST	✓	Submitted	02-MAY-2005	
2	REQUISITIONER, RALPH TEST	✓	Reserved	02-MAY-2005	
3	REQUISITIONER, RALPH TEST	✓	Forwarded	02-MAY-2005	
4	MANAGER, ANN TEST	✓	Approved	02-MAY-2005	
5	INTERFACE, FINANCIAL	✓	Forwarded	02-MAY-2005	First two errors are: SC15OINSUFFICIENT ALLOCATION FUNDS;SC20OINSUFFICNT APPROPRIATION FUNDS
6	MANAGER, ERROR POOL		Pending		

The Document Resolution Manager enters an *Override* action to re-submit the document to FFIS for approval.



Approval History for Requisition 6535

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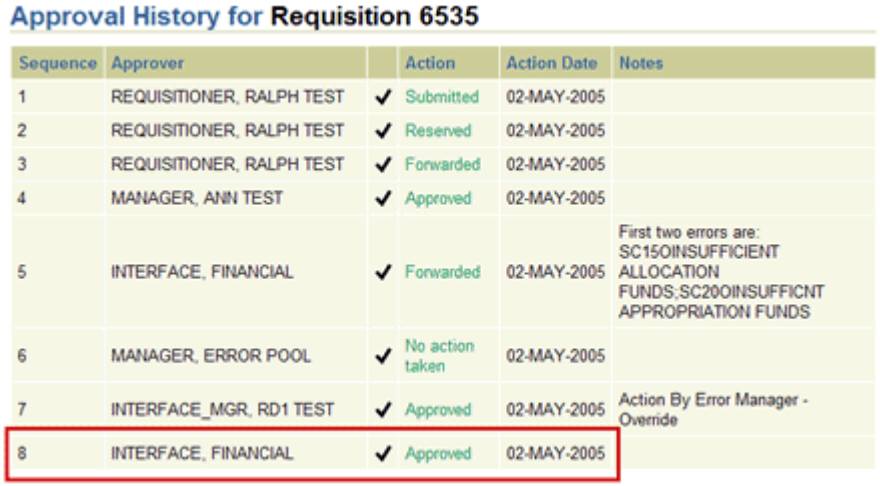
2	REQUISITIONER, RALPH TEST	✓	Reserved	02-MAY-2005	
3	REQUISITIONER, RALPH TEST	✓	Forwarded	02-MAY-2005	
4	MANAGER, ANN TEST	✓	Approved	02-MAY-2005	
5	INTERFACE, FINANCIAL	✓	Forwarded	02-MAY-2005	First two errors are: SC15OINSUFFICIENT ALLOCATION FUNDS;SC20OINSUFFICNT APPROPRIATION FUNDS
6	MANAGER, ERROR POOL	✓	No action taken	02-MAY-2005	
7	INTERFACE_MGR, RD1 TEST	✓	Approved	02-MAY-2005	Action By Error Manager - Override

The document is finally *Approved* by FFIS.



Approval History for Requisition 6535

Sequence	Approver		Action	Action Date	Notes
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2	REQUISITIONER, RALPH TEST	✓	Reserved	02-MAY-2005	
3	REQUISITIONER, RALPH TEST	✓	Forwarded	02-MAY-2005	
4	MANAGER, ANN TEST	✓	Approved	02-MAY-2005	
5	INTERFACE, FINANCIAL	✓	Forwarded	02-MAY-2005	First two errors are: SC15OINSUFFICIENT ALLOCATION FUNDS;SC20OINSUFFICNT APPROPRIATION FUNDS
6	MANAGER, ERROR POOL	✓	No action taken	02-MAY-2005	
7	INTERFACE_MGR, RD1 TEST	✓	Approved	02-MAY-2005	Action By Error Manager - Override
8	INTERFACE, FINANCIAL	✓	Approved	02-MAY-2005	

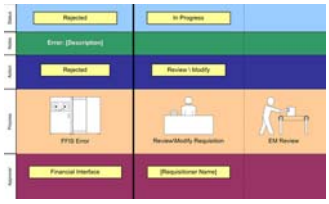
Documents Requiring Resolution – Rejected Status

For document messages with a status of Rejected, action is required by the Requisitioner and a summary of the message is given in the Document Approval History. After the Requisition has been modified, it is re-submitted and forwarded per the normal document approval workflow.

Invalid Budget Code is a common example of this type of error. If the Budget Code entered for a Requisition is not available for Commitment or doesn't have sufficient available funds, the document will be rejected by FFIS and requires action from the Requisitioner or Budget Approver to update the document with a new Budget Code.

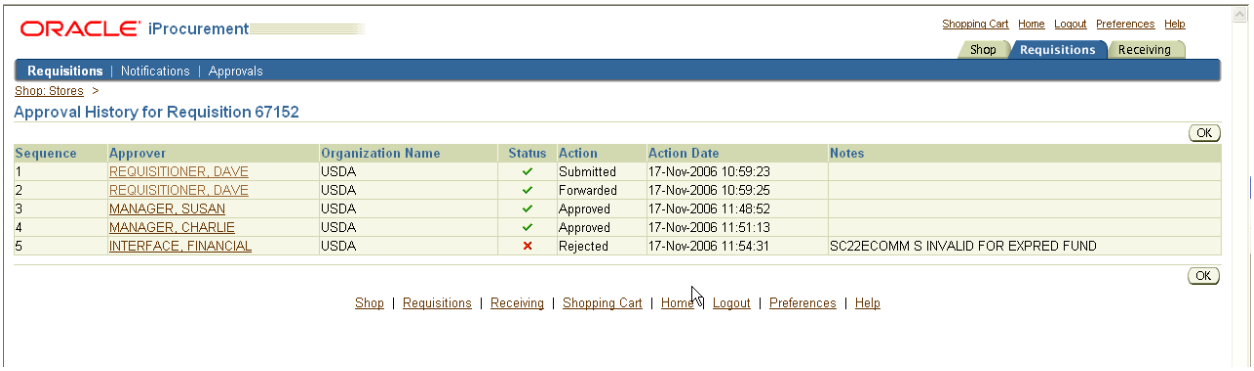
> **Tip!** Although the Requisitioner or Budget Approver may contact the Document Resolution Manager for assistance with interpreting the FFIS message, action from the Document Resolution Manager is not required.

The following diagram indicates the points in the approval process that the Document Approval History is updated, the associated *Approvers* and *messages*.

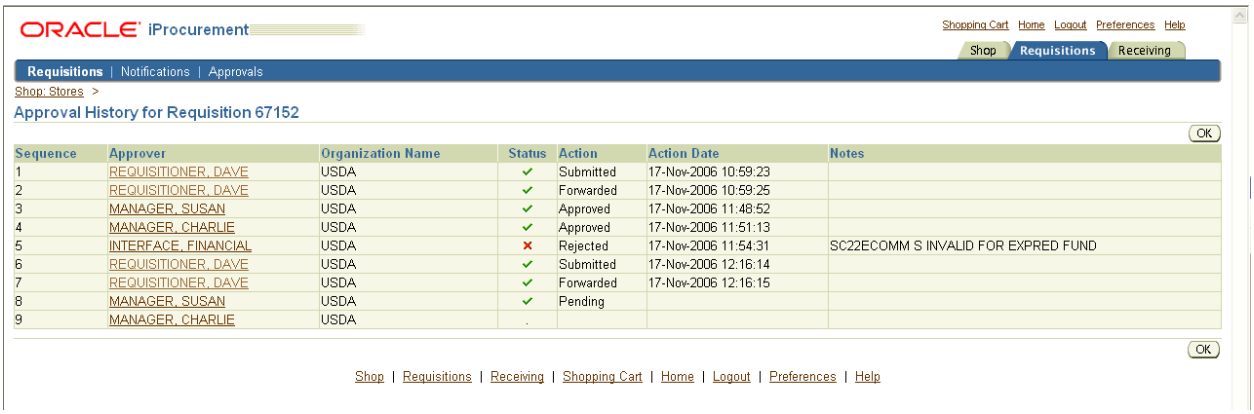


See a full sized version of this flow chart at the end of this document.

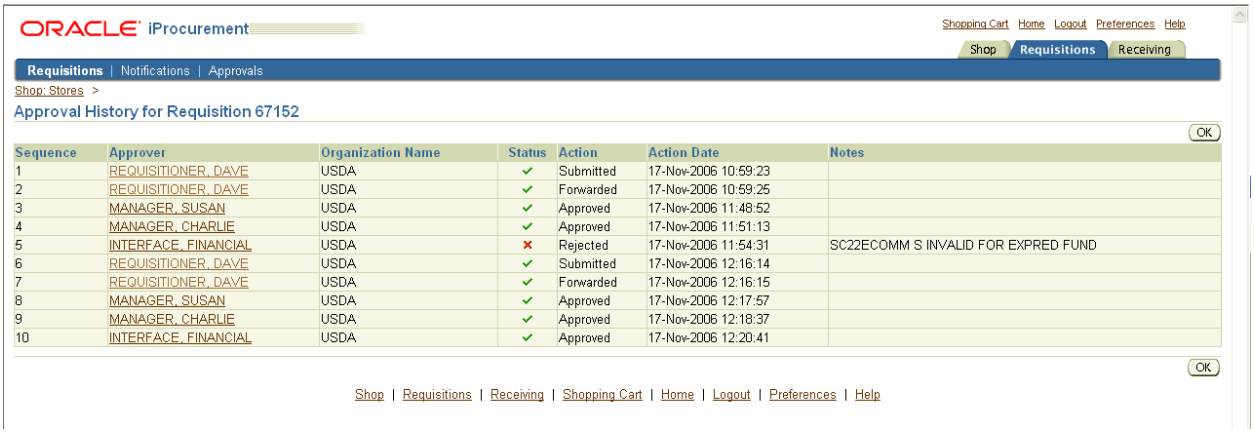
In the Approval History, the action of *Rejected* is entered, alerting the Requisitioner that action is required for the Requisition to be approved by FFIS.



The original Requisitioner then updates the document with the correct information and resubmits the Requisition to the Funds Approver. Although the Document Resolution Manager does not take any action, they may still review the error message and may be contacted by the Requisitioner for assistance.



If the Requisition details are now correct then the document should be approved by FFIS.

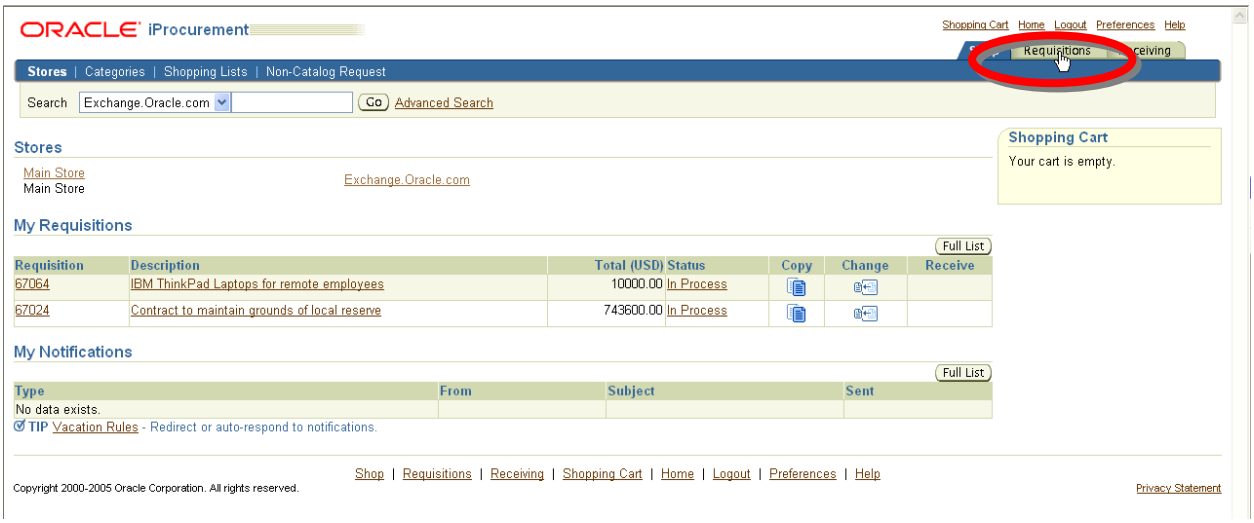


Next, you will learn how to view the Document Approval History in IAS.

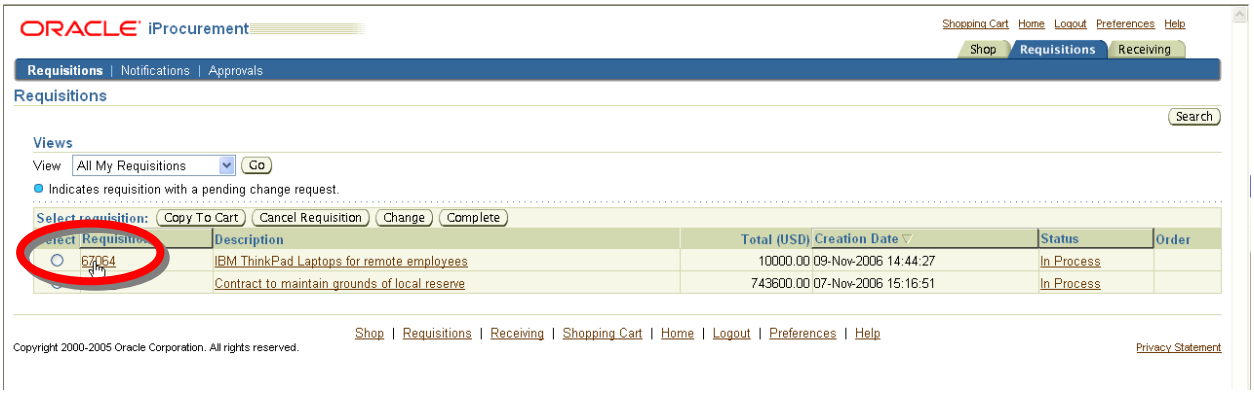
Accessing the Approval History in IAS

There are several ways to access this information. Though we will cover different paths to access the status information, most can be used at any stage of the Requisition process.

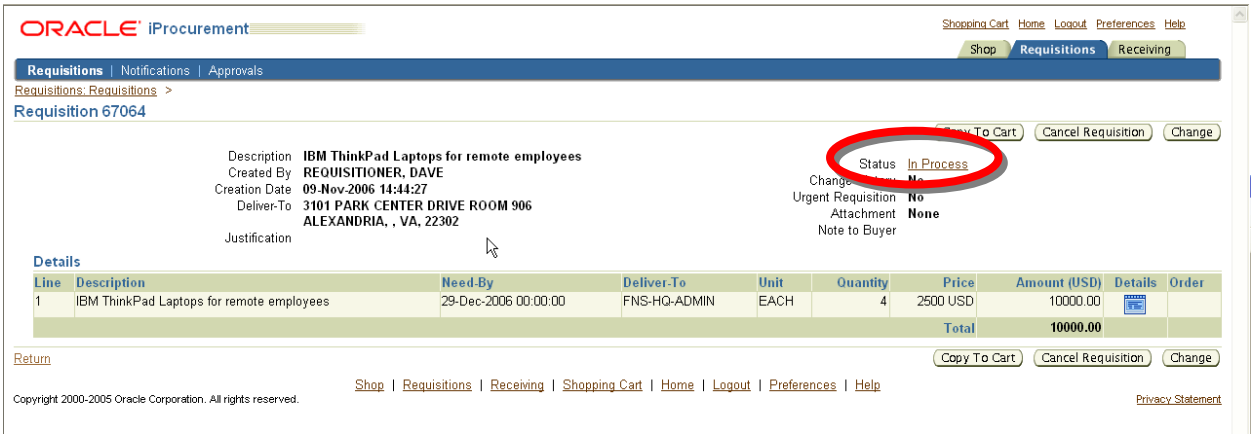
First, you will begin with a Requisition that has already been submitted to IAS. The first way to get to the *Approval History* page is through the *Requisition Details* page. Starting at the *Home* page, click on the **Requisitions** tab in the top-right corner of the screen.



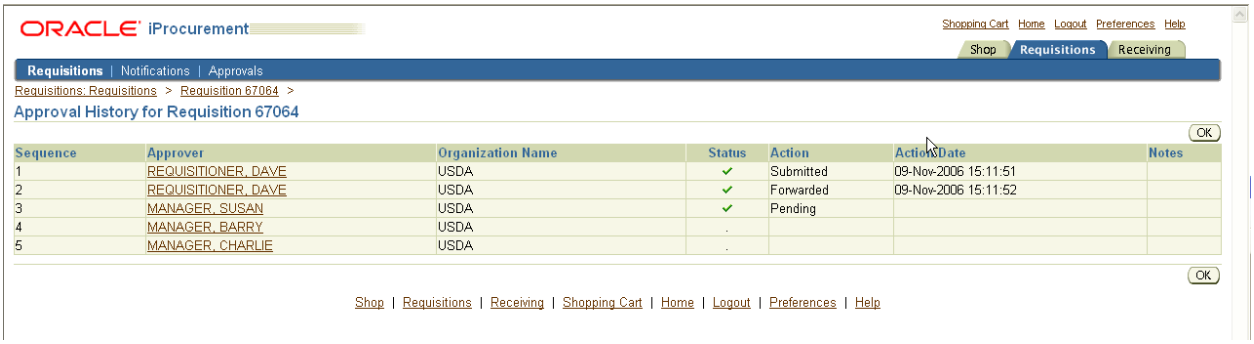
This will take you to the *Requisitions* page. This is where all of the Requisitions you've previously created are listed. Find the Requisition that you would like to track, and click on the name of the Requisition or the Requisition number.



This will take you to the *Requisition Details* page. This shows you the basic information about your Requisition. You can see the current status of your Requisition in the upper right section of the screen. Since the Requisition has just been submitted, the *Status* field says "In Process."

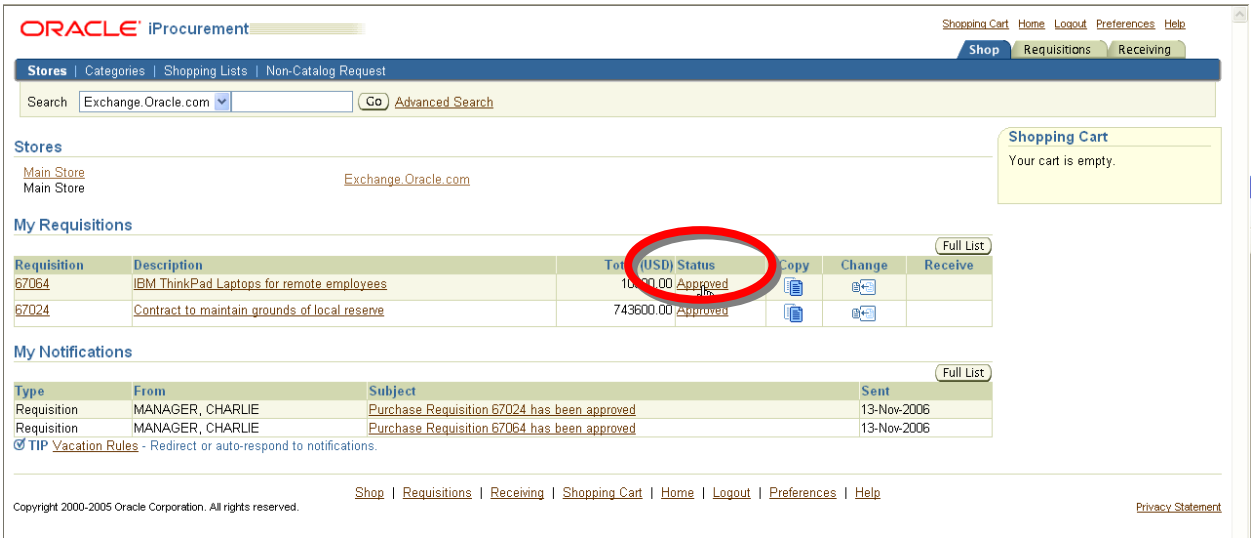


From here, click on the link stating the current status, "In Process" in our example. This will take you to the *Requisition Approval History* page.



Notice that all of the Approvers in the Approval Chain are listed here. As they approve or reject the Requisition, this information will update and the status of the document will change appropriately.

IAS also allows you to navigate to the *Requisition Approval History* page from the main *Shop* page. Simply click on the status link there.



Tip! Every time you see the status of a Requisition on any page, it is usually a link directly to the Document Approval History for that Requisition. Just click on it to see the Document Approval History.

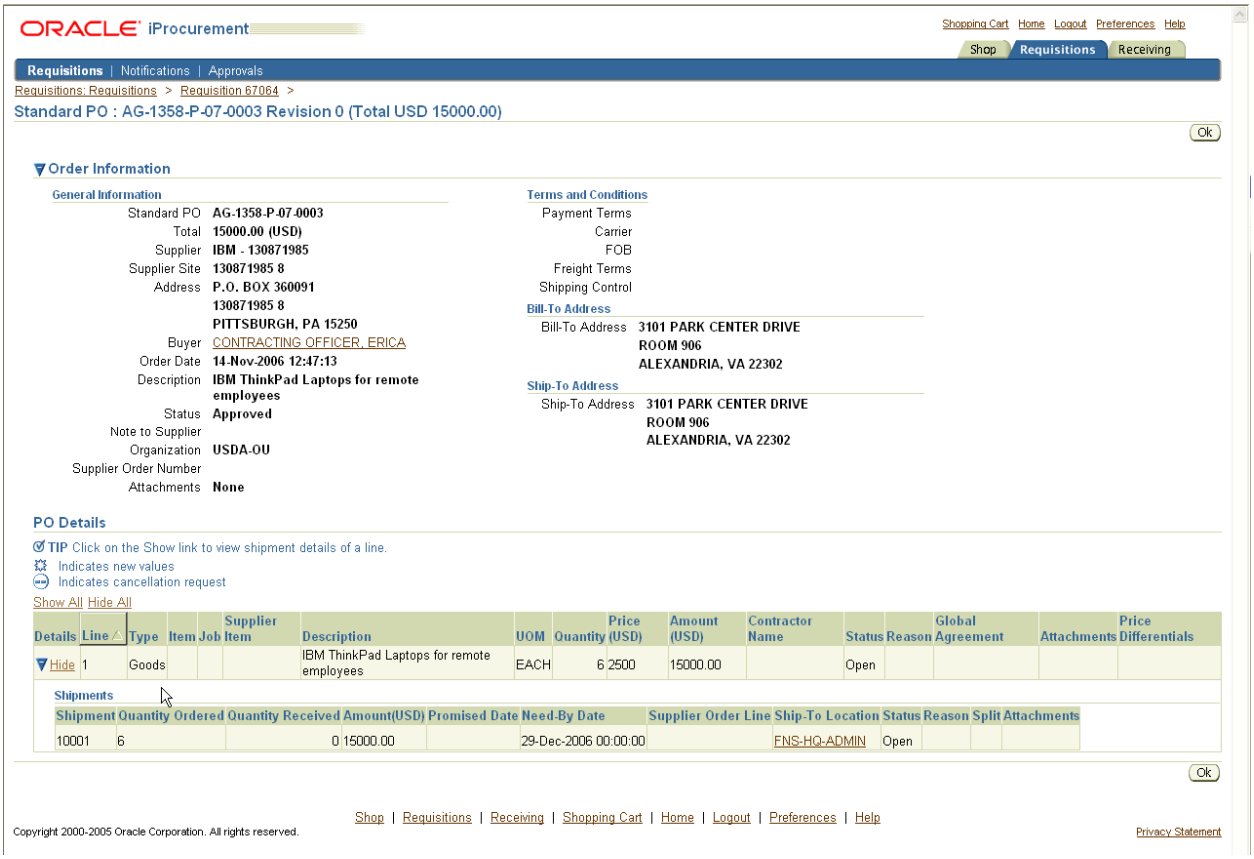
Seeing Acquisition Information in the Requisition Module

Previously in IAS, you could see that there was an award associated with your Requisition, but the information you could see about the award was limited. In IAS Release 3.0, Requisitioners have access to enhanced section that details more about the Awards.

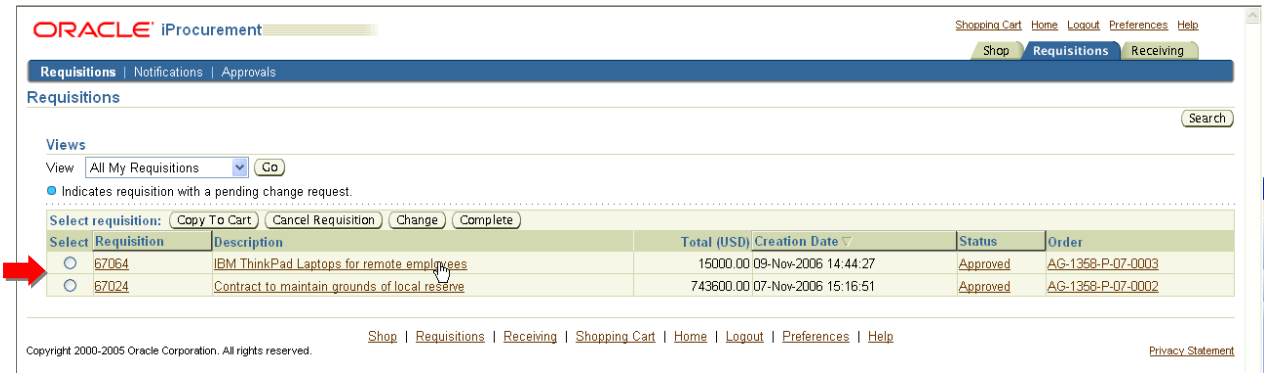
On the *Requisition - Award Details* page the Requisitioner can now see the following information:

- Order number, date and status

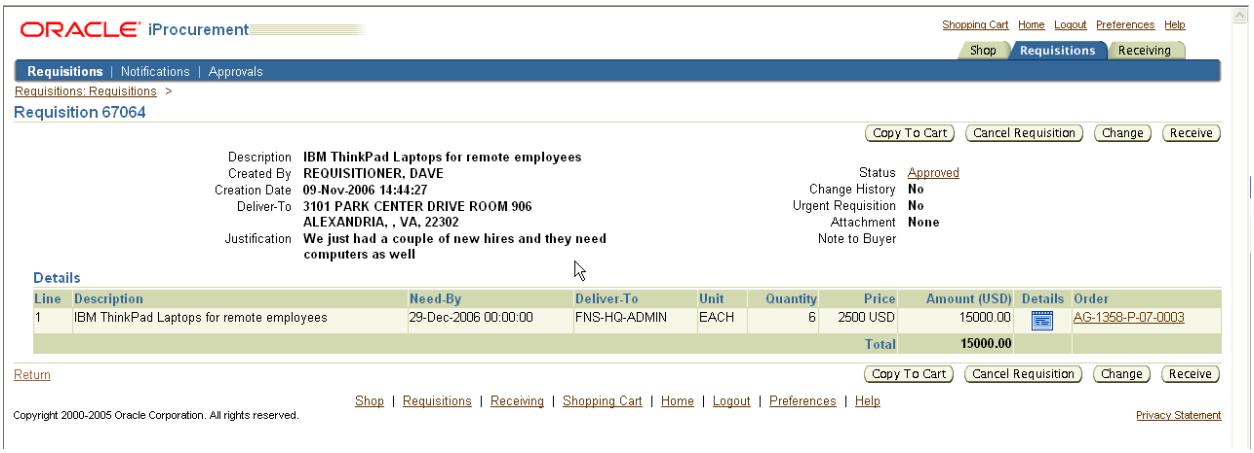
- Total amount obligated
- Supplier's name, location and address
- Buyer's name and a link that will allow the Requisitioner to email the Buyer
- Term's and Conditions of the order
- Billing and Shipping Addresses
- Detailed line item information



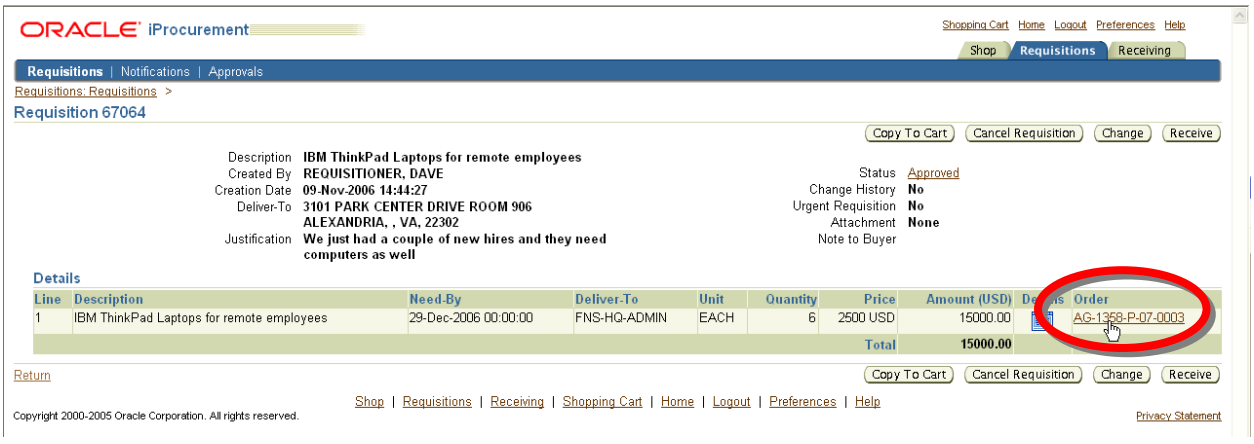
The link to this information is on the *Requisition Details* page. To get there, find your Requisition by one of the methods detailed above. In the following example, the Requisition is recent and so it is listed on the main *Requisitions* page.



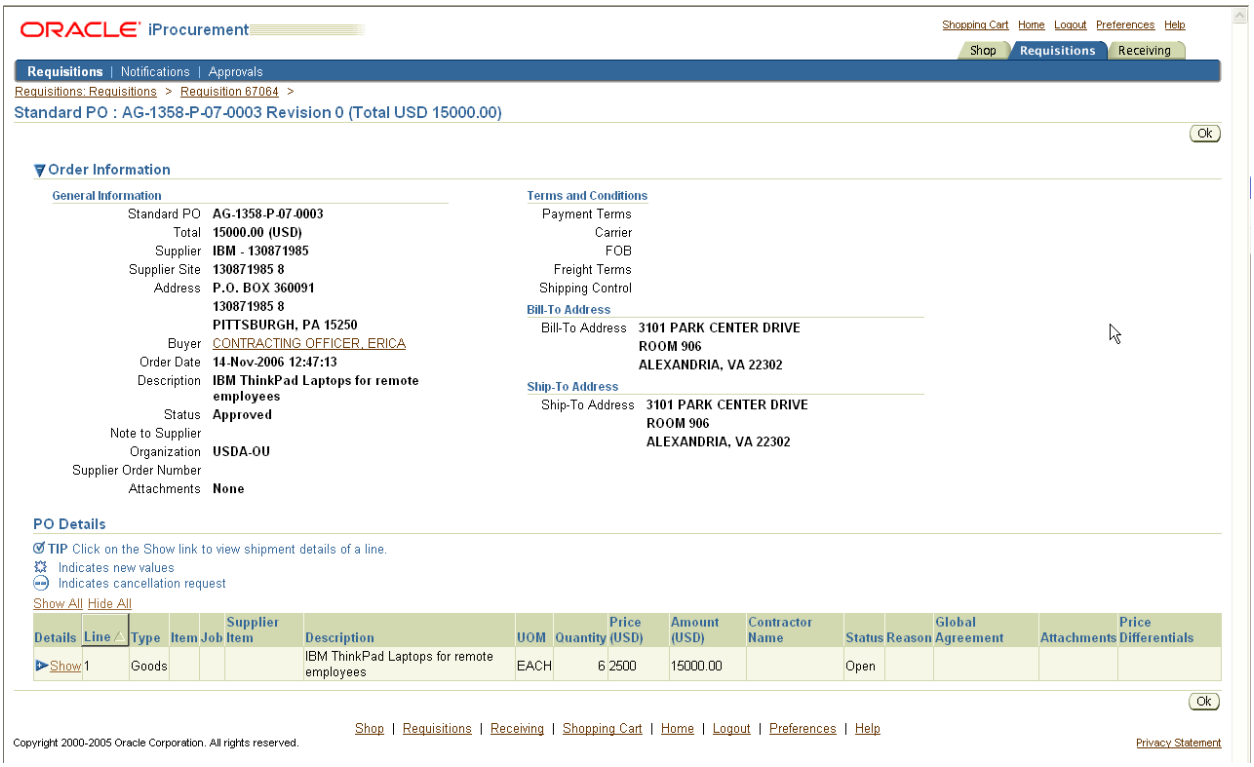
Click on the **Requisition name**, as in the above example, or the Requisition number to get to the *Requisition Details* screen.



Notice that there is an order number listed in the *Order* column, and that the number is a link. Click on the Order Number link.



This will take you to the *Requisition - Award Details* page.



You can view more information about the line items by clicking on the **Show** link under the *Details* column in the *PO Details* section.

This will open up the line item information.

PO Details

TIP Click on the Show link to view shipment details of a line.

Indicates new values

Indicates cancellation request

Show All Hide All

Details	Line	Type	Item	Job	Supplier Item	Description	UOM	Quantity	Price (USD)	Amount (USD)	Contractor Name	Status	Reason	Global Agreement	Attachments	Price Differentials
Hide	1	Goods				IBM ThinkPad Laptops for remote employees	EACH	6	2500	15000.00		Open				

Shipments

Shipment	Quantity Ordered	Quantity Received	Amount(USD)	Promised Date	Need-By Date	Supplier Order Line	Ship-To Location	Status	Reason	Split	Attachments
10001	6	0	15000.00		29-Dec-2006 00:00:00		FNS-HQ-ADMIN	Open			

Ok

Shop | Requisitions | Receiving | Shopping Cart | Home | Logout | Preferences | Help

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Privacy Statement

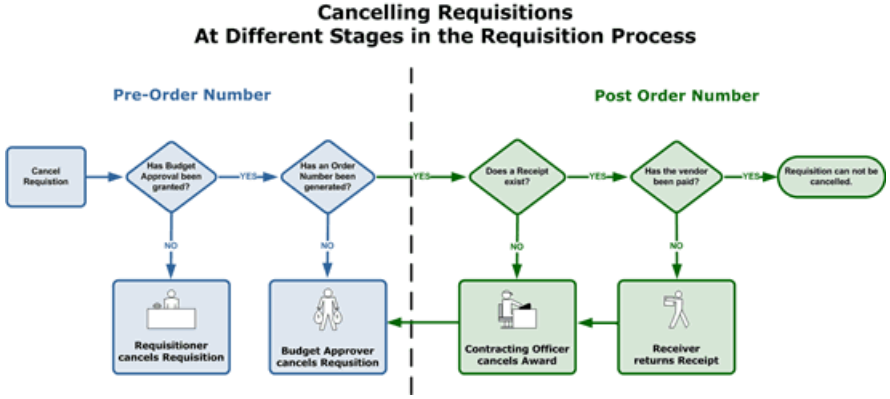
Changing a Requisition

Business Process

Different processes are used to change or cancel a Requisition. The process used is dependent on the assignment of an Order Number to the Requisition. Order Numbers are assigned to a Requisition within IAS when an obligation document, e.g. PO or Contract, is created. The primary difference between these methods is the number of fields available for modification. It is also important to note that only certain people have rights to make changes or cancellations at various stages of the requisition process.

A Requisitioner can make changes to a Requisition both before and after an Order Number has been assigned, but can only cancel a requisition if the funds have not been committed by a Budget Approver. After commitment of funds only a Budget Approver has FFIS authority to cancel a Requisition.

As a Requisition progresses further through the approval process associated documents may need to be cancelled before a Budget Approver is able to cancel a Requisition. For instance, if a receipt has been created, but payment has not been made the receipt must be returned and the Award document must be cancelled before a Requisition can be cancelled. After payment has been made to the vendor, however, the procurement process can not be reversed and a Requisition can no longer be cancelled. The diagram below illustrates the steps that must be taken to cancel a Requisition at various stages of the procurement process.



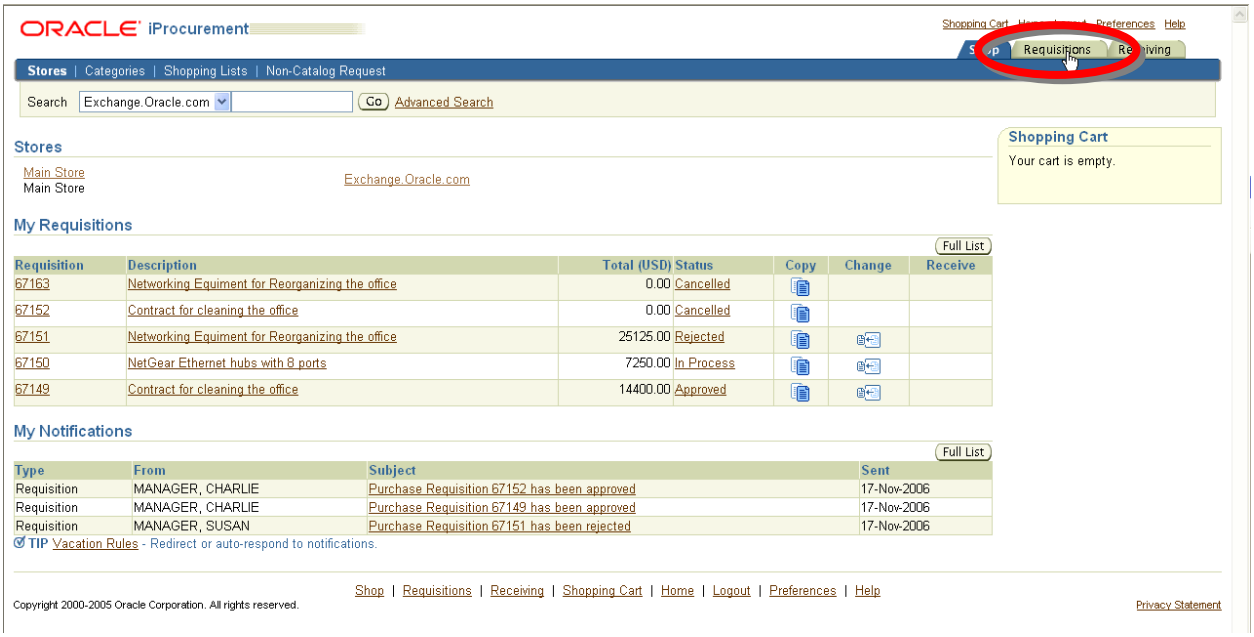
See a full sized version of this flow chart at the end of this document.

Pre-Order Number Changes & Cancellations

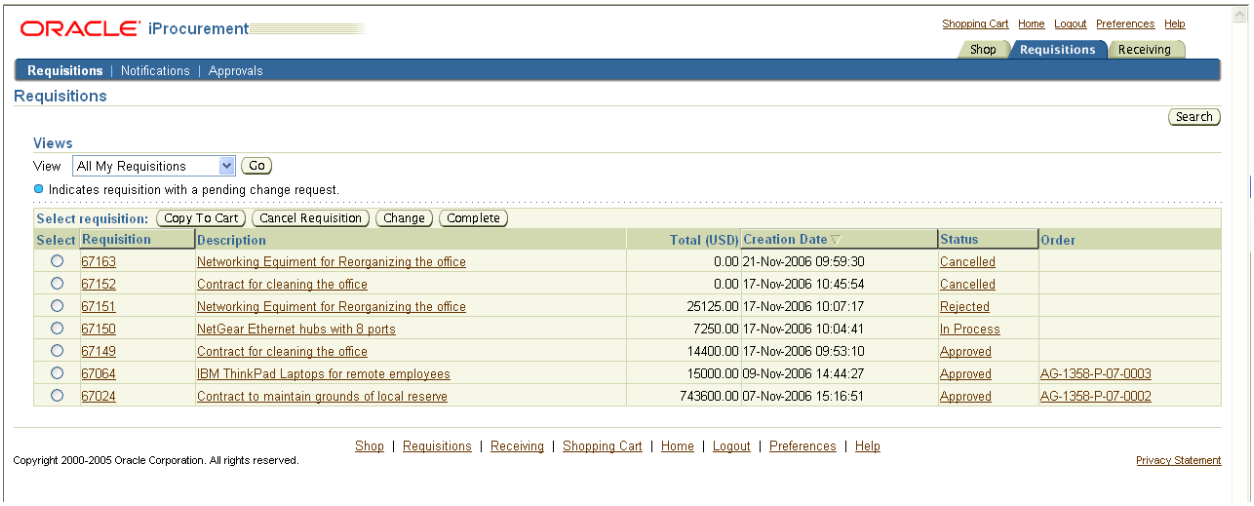
This section will cover how to go into IAS as a Requisitioner and change a Requisition. In the following example, the Requisition for cleaning services that are billed by dollar amount has been approved by a Budget Approver. When the Contracting Officer tried to get a vendor for the contract, the bid came in higher than the original cost. To allow the Contracting Officer to award the Requisition, the Requisitioner has to go back in and

increase the dollar amount. This then sends the Requisition back through the standard approval chain before it goes back to the Contracting Officer for award.

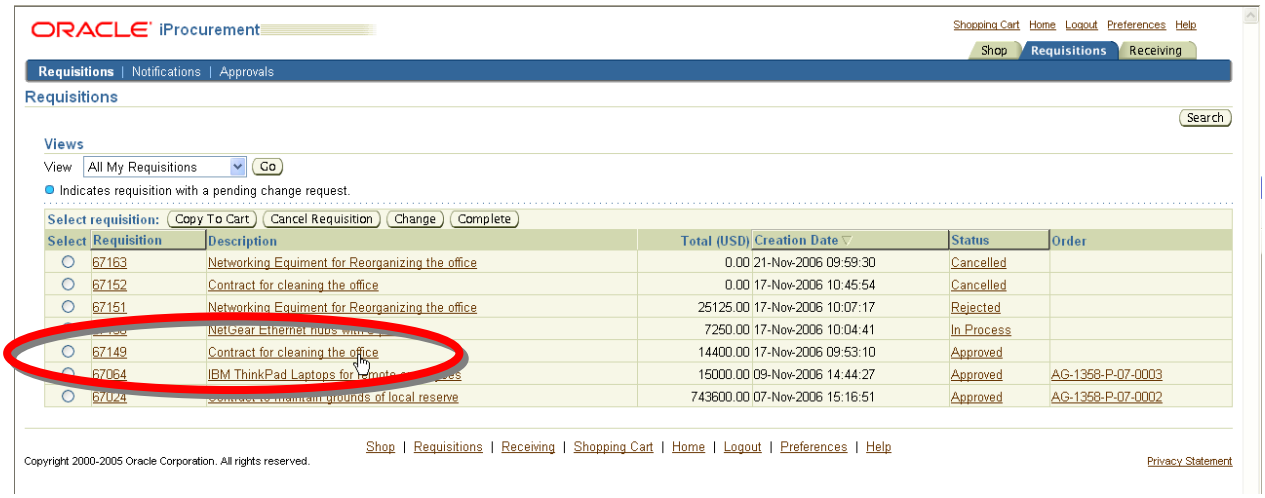
To change a Requisition, access the Requisition by clicking on the **Requisitions** tab at the top-right corner of the screen.



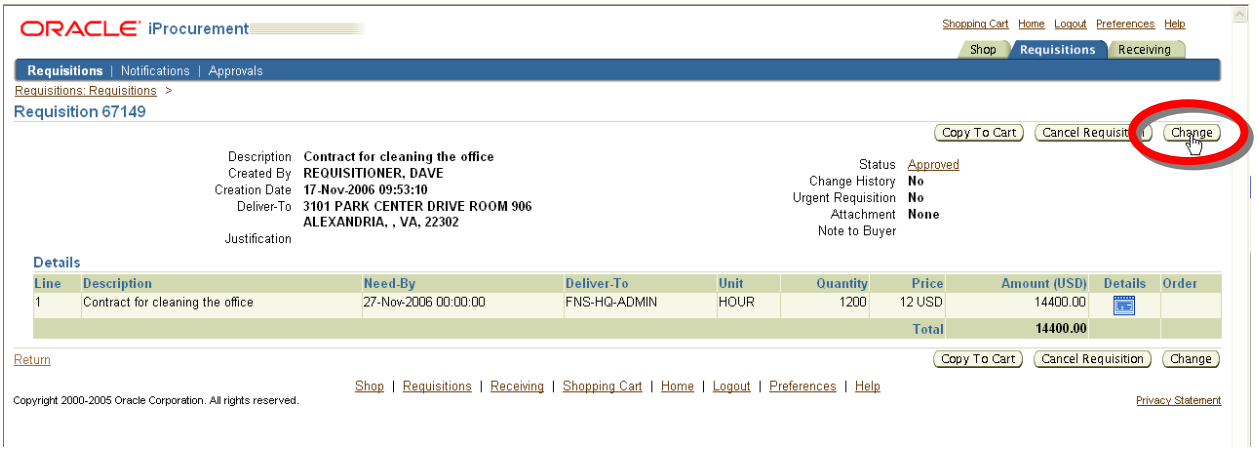
This will take you to the *Requisitions* page.



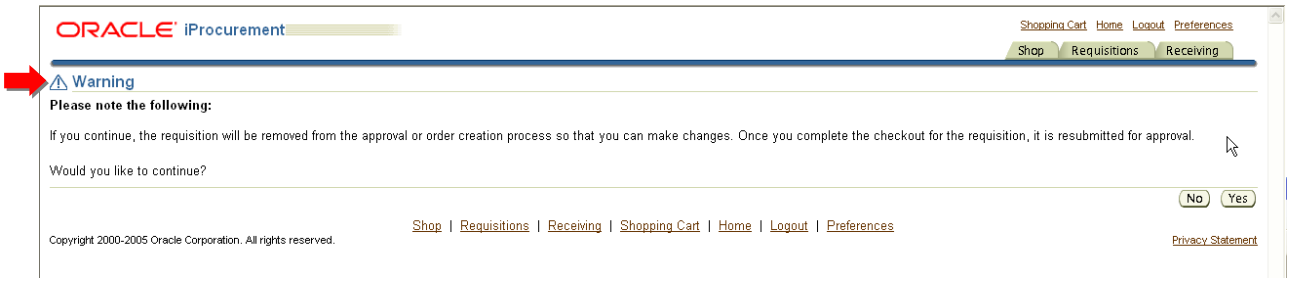
In this example, the Requisition number 67419 will be modified. Click on the title or Requisition number to go to the *Requisition Details* page.



Click on the **Change** button to send this Requisition back to the *Shopping Cart*.



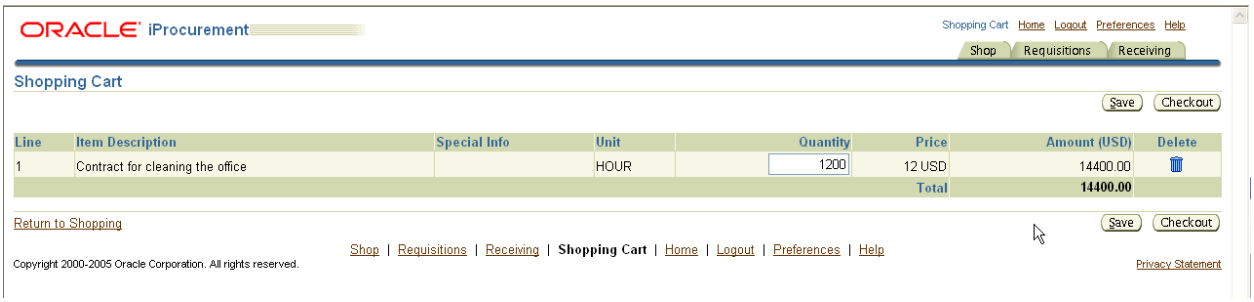
Before you get to the *Shopping Cart*, IAS gives you a warning screen.



The warning states:

> "If you continue, the requisition will be removed from the approval or order creation process so that you can make changes. Once you complete the checkout for the requisition, it is resubmitted for approval.
>
> Would you like to continue?"

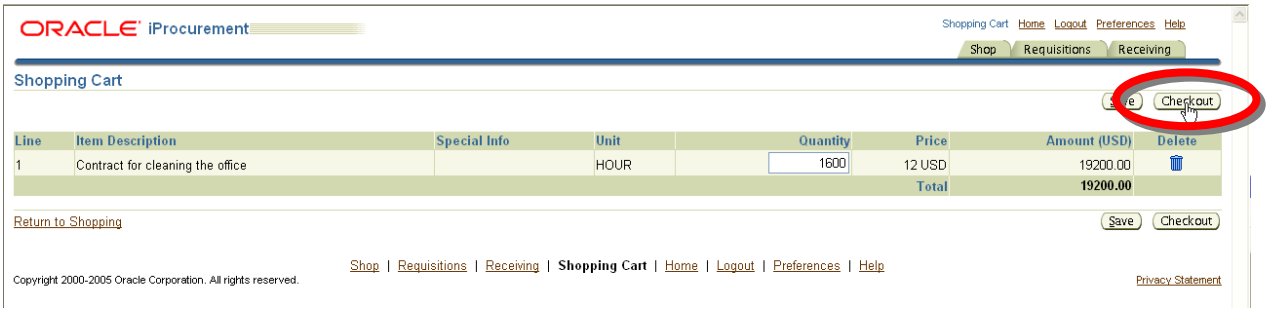
This warning is to notify you that the Requisition is going to be resubmitted for approval. This is the proper process. If you are ready to continue, click the **Yes** button. This will bring you to the *Shopping Cart* page.



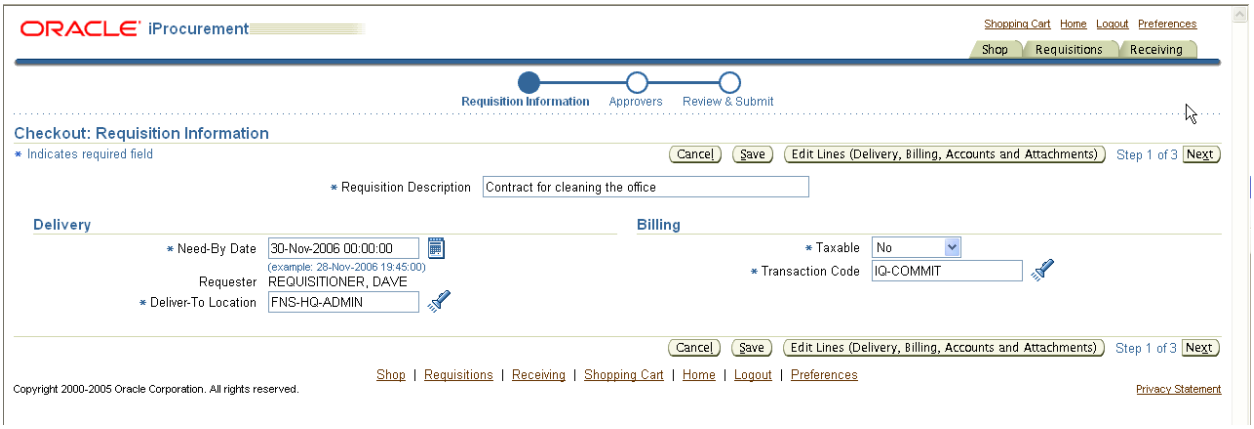
The *Shopping Cart* and *Checkout* Screens in the change Requisition process work essentially the same as they did in the Requisition creation process. The biggest difference is that you cannot change the price of an existing line item. You can only change the quantity.

> **Tip!** If you would like to add an additional line to the Requisition, return to the *Shop* page by clicking on the **Shop** tab and then click on the **Non-Catalog Request** link. Though it seems like you are creating a new Requisition, you are simply adding items to the Shopping Cart you just reopened.

To continue, update the quantity appropriately, and click on the **Checkout** button to move on to the checkout process.



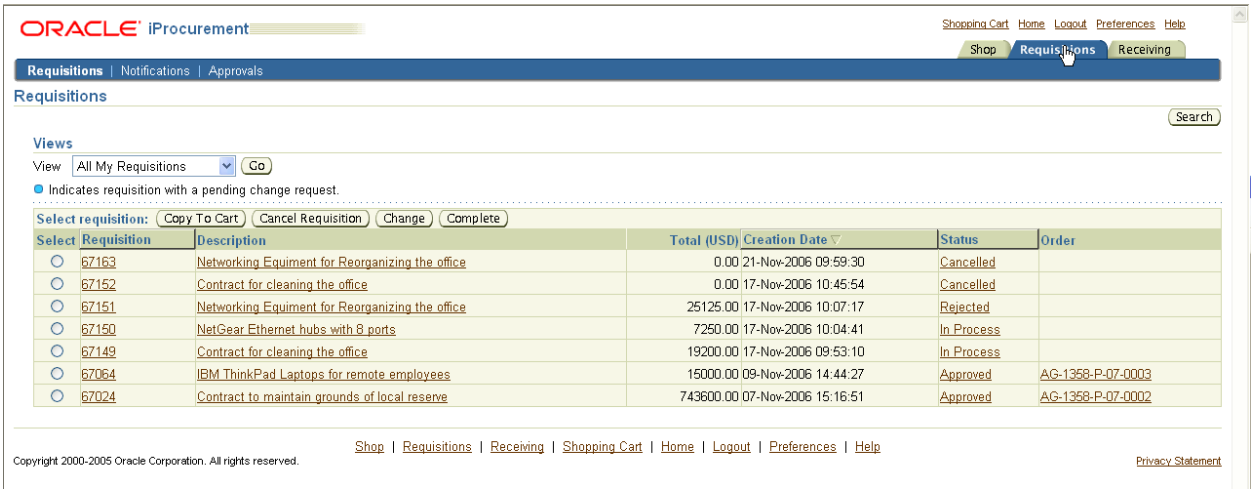
This will take you to the first step in the checkout process, Enter/Change Requisition Information.



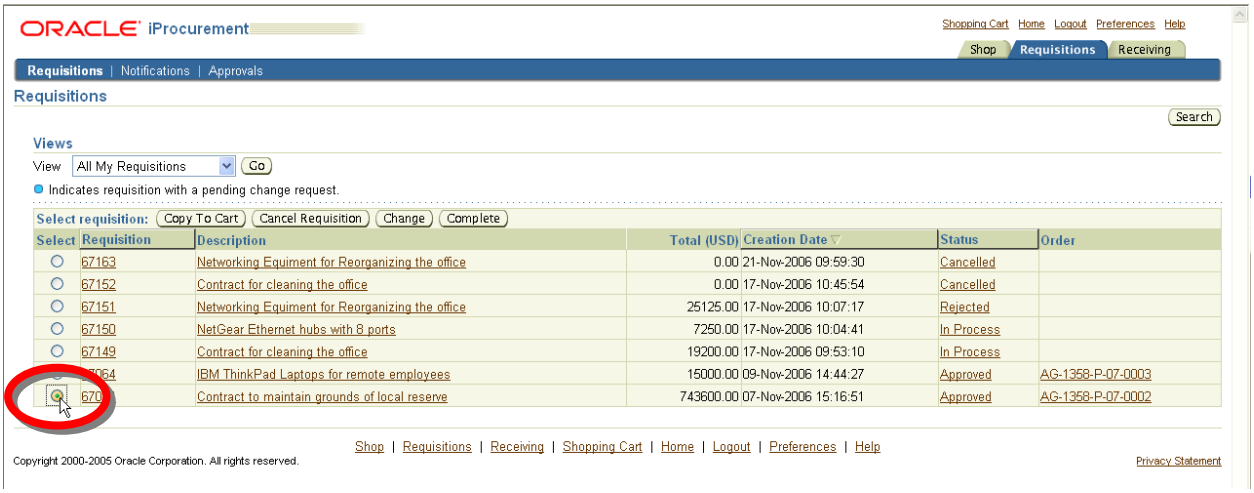
From here, continue through the checkout process normally. If you need further information, review the **Create a Simple Requisition | Stage 5 - Checkout** section (page 41) to go through the checkout process without making additional changes. If you would like to make additional changes to the accounting or the Approval Chain, refer to the **Create a Complex Requisition | Stage 5 - Checkout** section (page 55) for additional information.

Post-Order Number Changes

To begin the change Requisition process after the Requisition has been awarded, view the Requisition using the normal access process. In this example, the Requisition is selected from the *Requisition* screen.

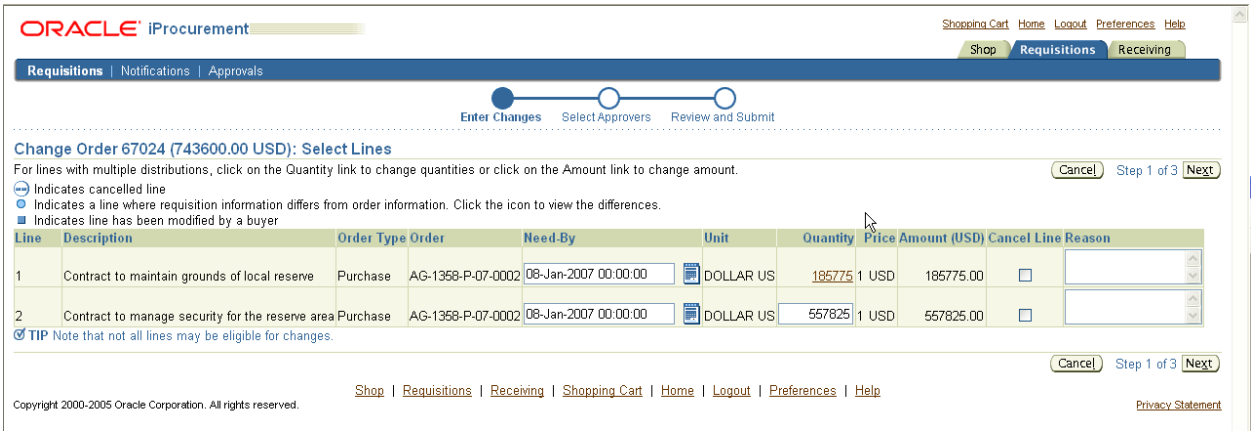


Click on the **Select Radio button** in the *Select* column next to the Requisition that needs to be changed. In the example below, the Requisition is number 67024. When the radio button is filled in, click on the **Change** button.



This will start the Change Order process. There are three steps to the Change Order process: (1) Enter Changes, (2) Select Approvers and (3) Review and Submit.

The first step, Enter Changes, will take you to the *Change Order: Select Lines* page.

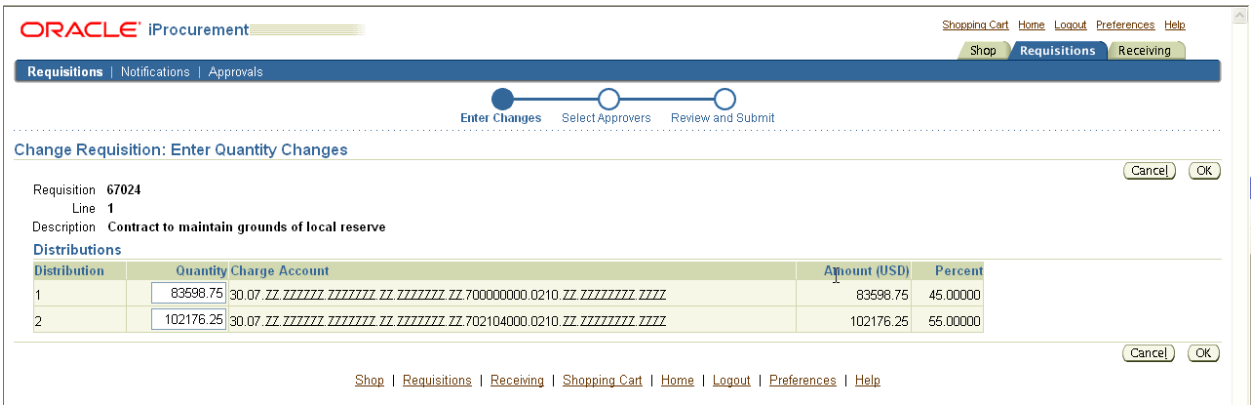


> **Note:** The progress bar at the top of the page indicates the current step in the Change Order process.

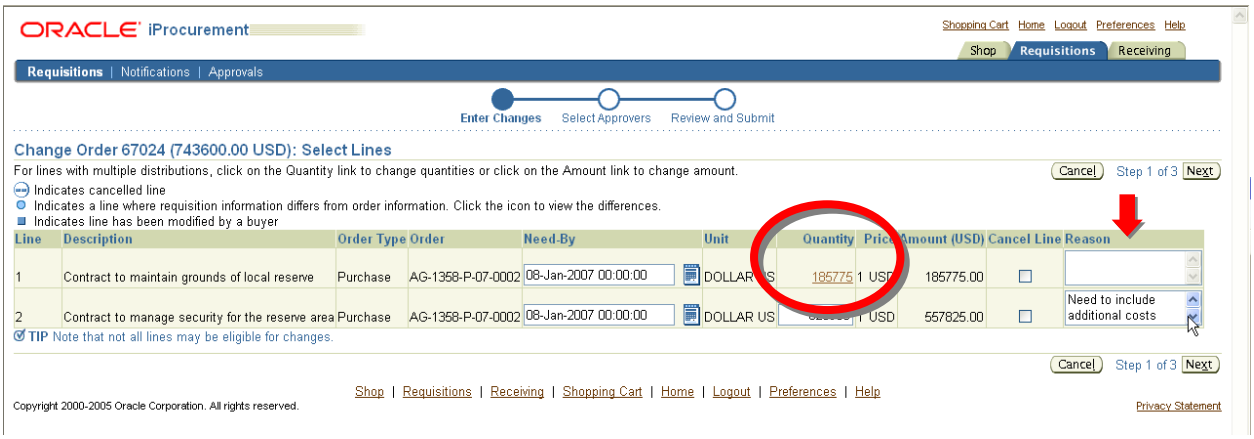
Several changes can be made on this page. A Requisitioner can change the *Need-By Date* or update the quantities. Only a Budget Approver has the authority to cancel a line or the entire Requisition.

> **Tip!** Notice that in this example, the Quantity for the first line is a link instead of a text box. The link allows you to see more details about that line, and edit the amounts for each accounting line.

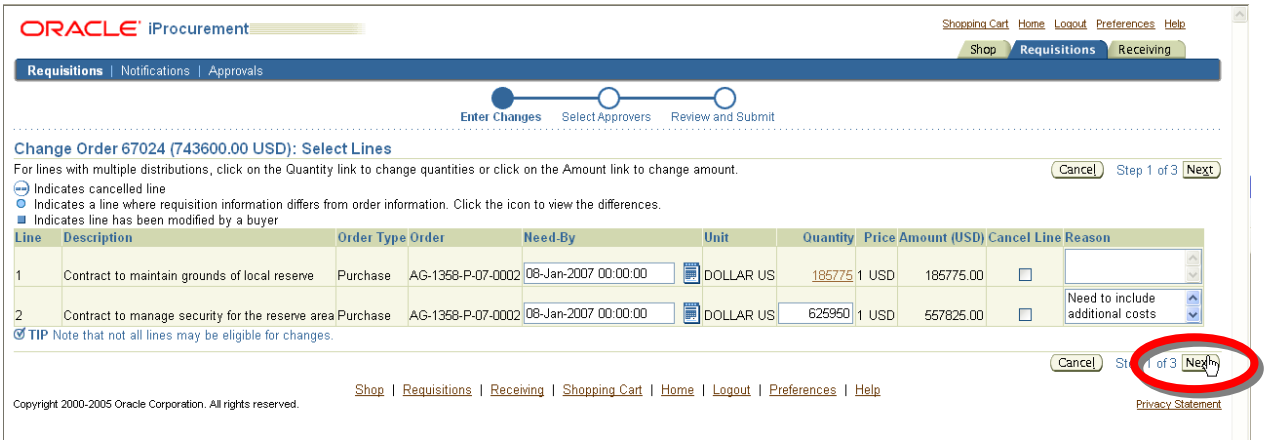
> **Tip!** When you are changing quantities for multiple account codes, enter the Reason first, and then make the quantity changes.



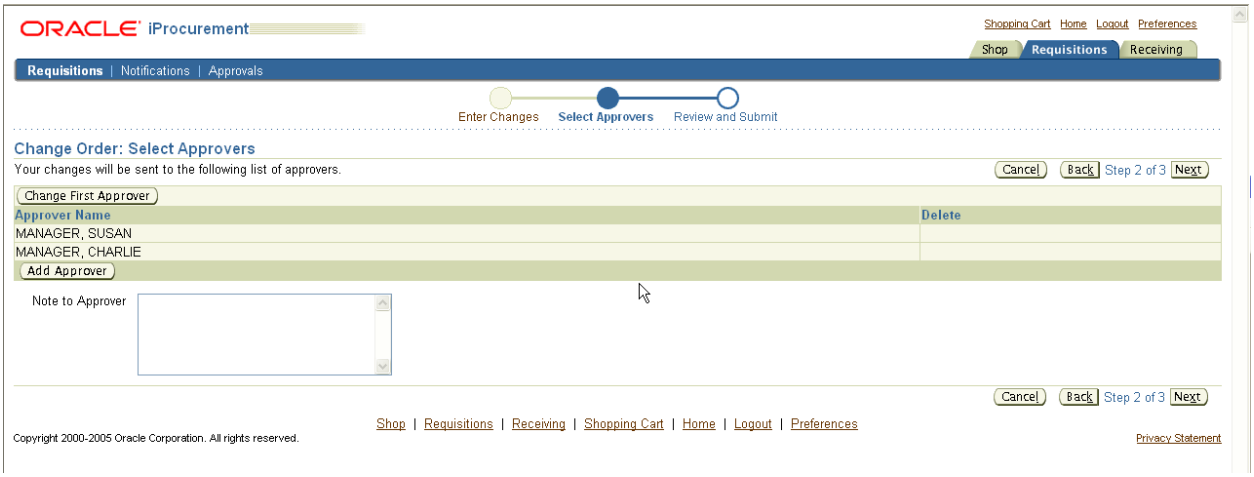
In this example, the line for security of the reserve area is the only one that needs to be edited. Change the *Quantity* appropriately, then enter a reason for the changes.



Once all of the necessary changes have been made, click on the **Next** button to continue.

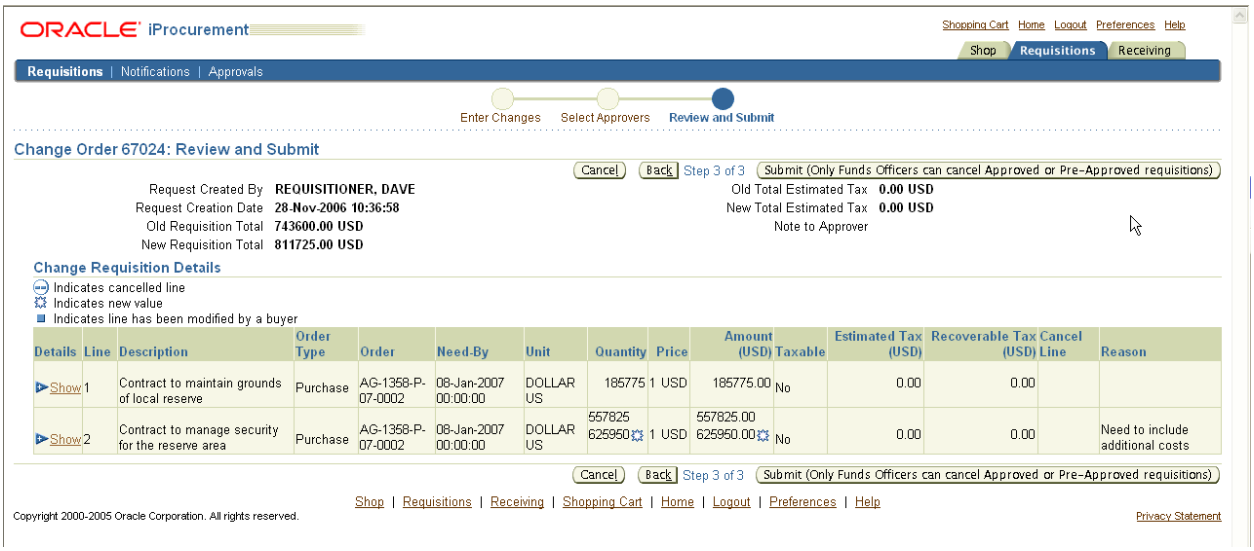


This will take you to Step 2 – Select Approvers.



On the *Change Order: Select Approvers* page, change the Approval Change as necessary. If you need to review how to adjust an approval history, refer to the **Create a Complex Requisition | Stage 5 - Checkout** section (page 55) for additional information.

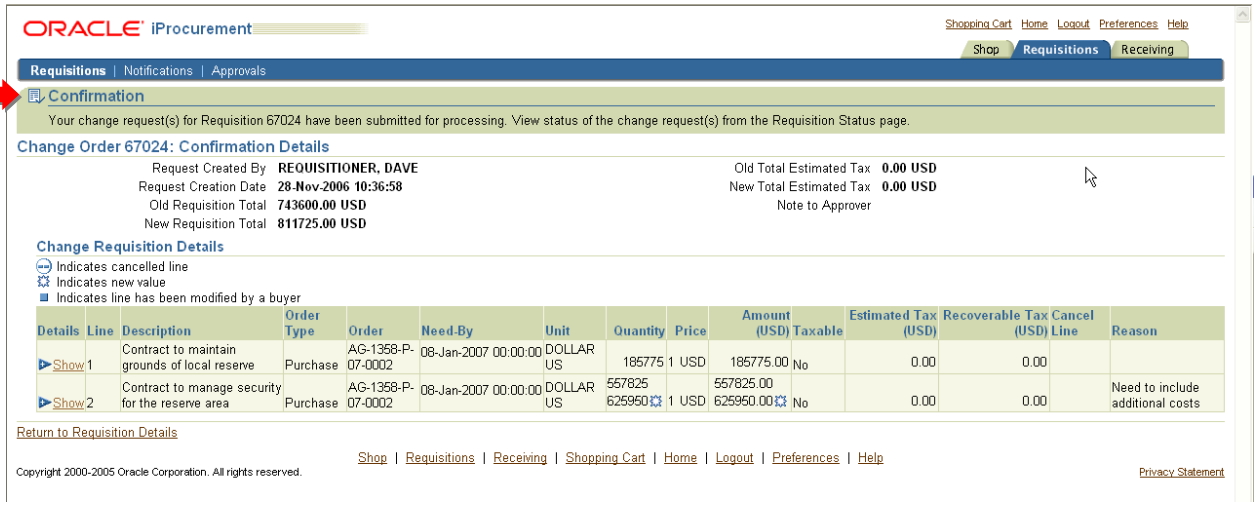
To continue, click on the **Next** button to go to Step 3 – Review and Submit.



In Step 3, review the changes that have been made to the Requisition. On this page, the user has several options:

- If the changes no longer need to be made, click on the **Cancel** button to erase all the changes made.
- If further changes need to be made, click on the **Back** button next to the *Cancel* button to return to the previous step.
- To view the details about each line item, click on the **Show** link in the *Details* column for more information.
- To finalize the changes and submit the Requisition for approval, click on the **Submit (Only Funds Officers can cancel Approved or Pre-Approved requisitions)**.

In this example, the Requisition is submitted for approval. Once the submission is complete, IAS sends the user to a confirmation screen.



Please note that if you need to update the account information or add a new line item, the proper procedure to follow is to first contact the Contracting Officer to cancel the appropriate line, then copy the requisition to the cart to retrieve the information for that line. Delete the extra line items from the original Requisition, then continue through the checkout process and update the accounting as appropriate. Finally, submit the Requisition for approval. Once you have submitted the new Requisition with the new information, go back to the original Requisition and cancel the original line item. Once the Requisition is approved by the Approvers and FFIS, the Contracting Officer can create a new line on the same award based on the new Requisition you just submitted.

Note: It is recommended that you copy the Requisition to the cart before you cancel out the line. When you cancel out the line item, the information for that line will not be entered into the new Requisition when you copy it to the cart.

Warning! A common misconception regarding canceling Requisitions is that an award can be disassociated from a Requisition. Although PRISM provides the functionality to disassociate an award, it **does not** update Oracle and therefore **does not** update FFIS. An award **cannot** be disassociated from a requisition under any circumstances. The **only** way to update FFIS is to cancel the award.

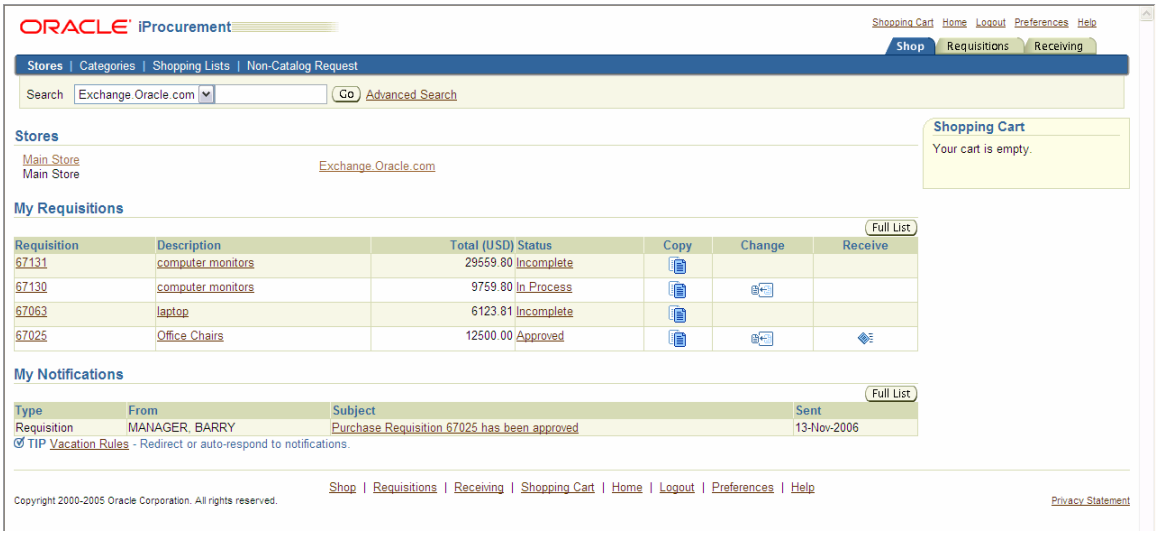
Tip! This is a complex process. If you need more detailed instructions, please contact the IAS Help Desk.

Canceling Requisitions

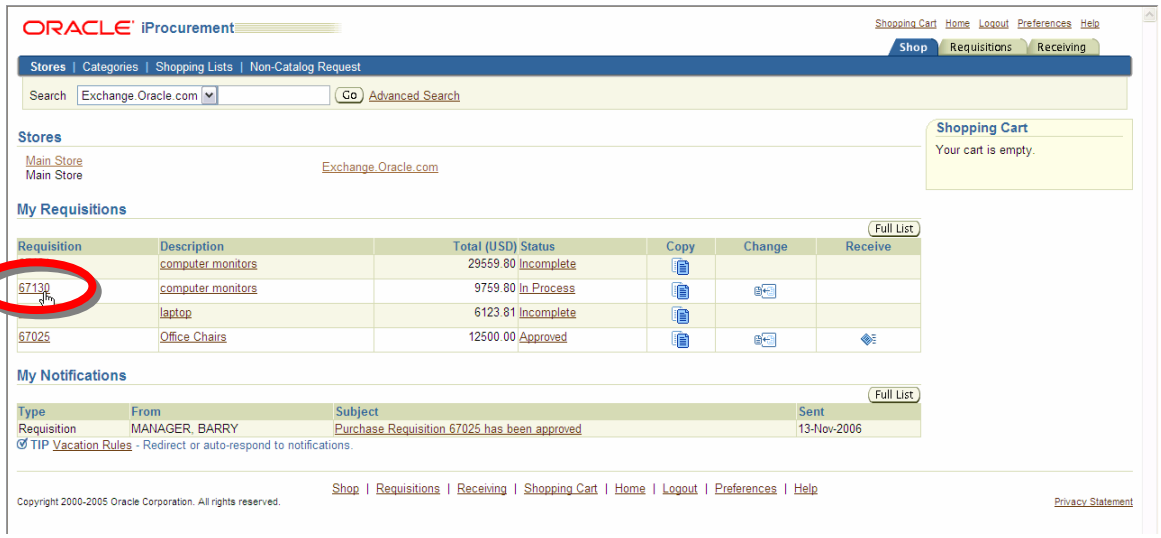
In this section, we will learn how a Requisitioner, can cancel a Requisition. A Requisitioner can only cancel a Requisition if the funds have not been committed by a Budget Approver. After commitment of funds, only a Budget Approver has FFIS authority to cancel a Requisition.

Warning! Only Funds Officers can cancel Approved or Pre-Approved Requisitions.

This example demonstrates the steps involved in canceling a Requisition that has been submitted but is still in the pre-award status. To begin canceling your Requisition, navigate to the *Shop* page.

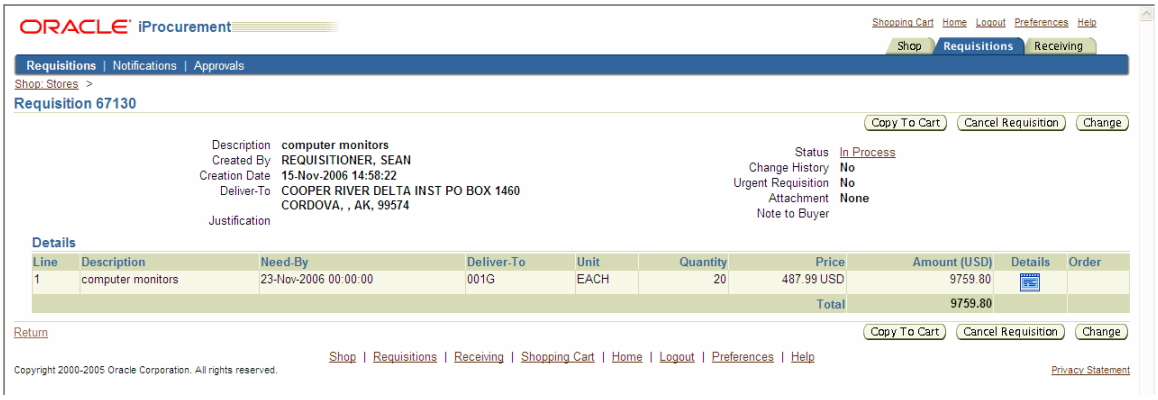


Locate the Requisition you want to cancel under the *My Requisitions* section, and select the corresponding Requisition number.



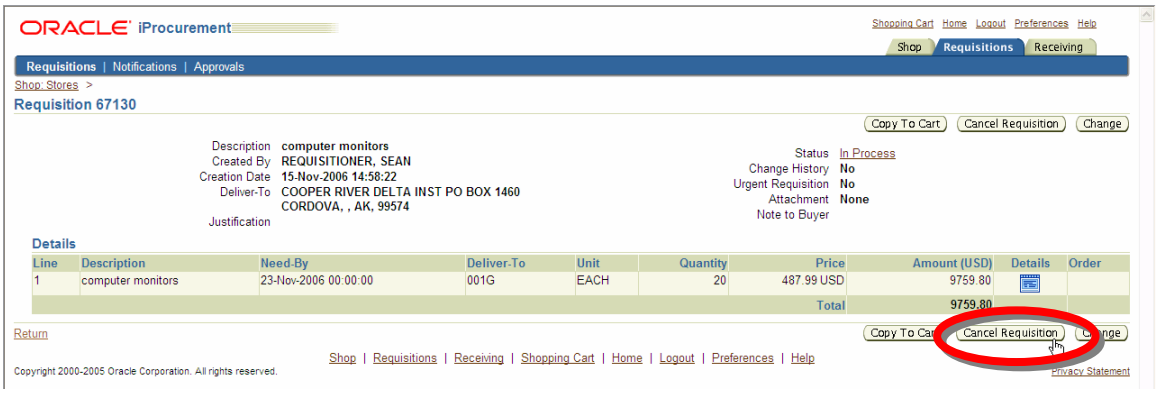
Remember! If you don't see the Requisition you are looking for displayed, use the **Full List** button feature to located your Requisition.

This will take you to a page which displays details for your Requisition.

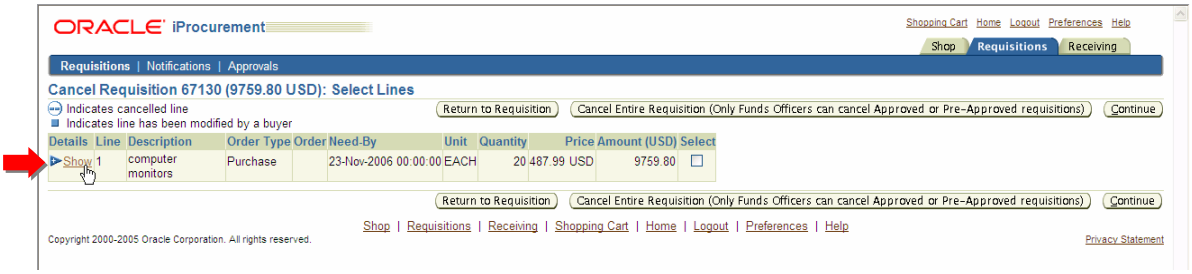


Remember! If you want to view further details for your Requisition, select the **Details** icon, .

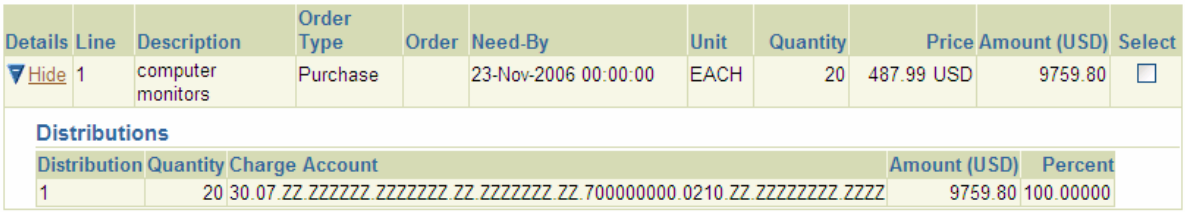
Once you have finished reviewing the details and verifying you selected the correct Requisition to cancel, click on the **Cancel Requisition** button.



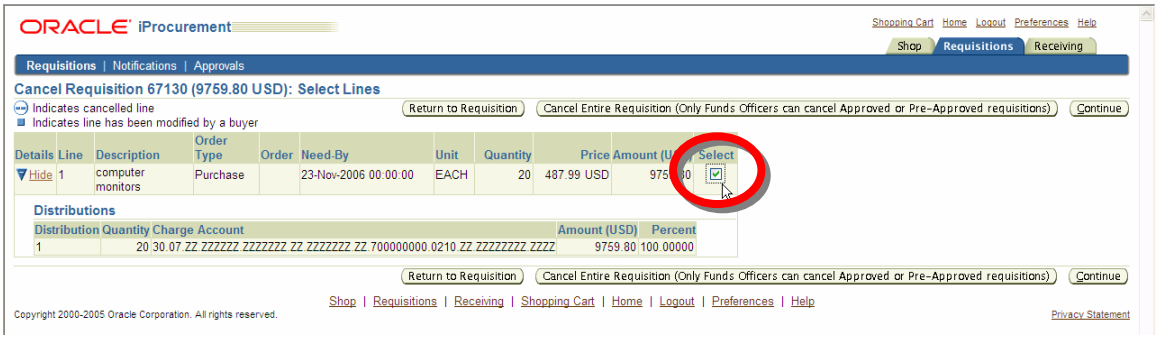
This will take you to the *Cancel Requisition: Select Lines* page.



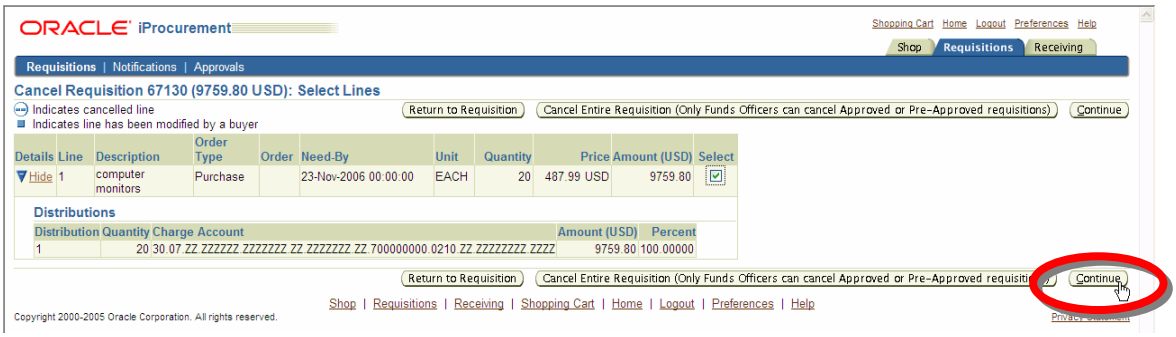
Tip! If you want to see charge account information for a line item in your Requisition, click the **Show** button to display it.



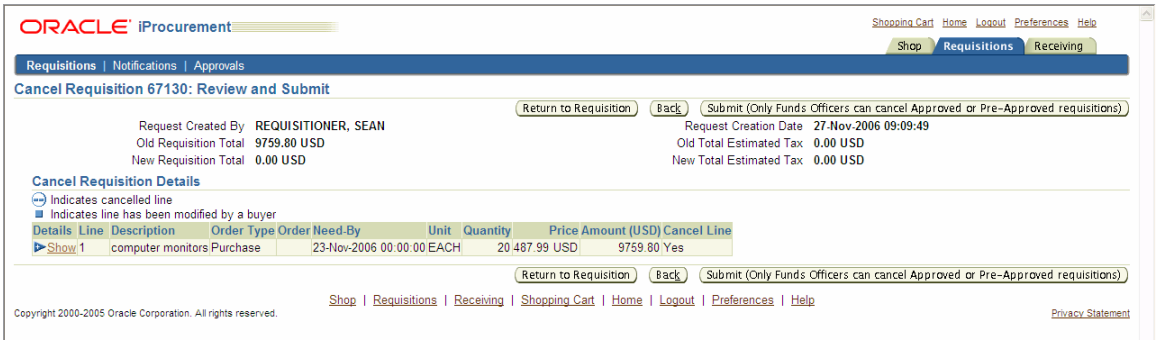
On the *Cancel Requisitions: Select Lines* page, you can select the individual lines that you want to cancel by checking the box in the *Select* column. If you had a Requisition with multiple line items, and you decided to cancel the entire Requisition, you can select the **Cancel Entire Requisition** button.



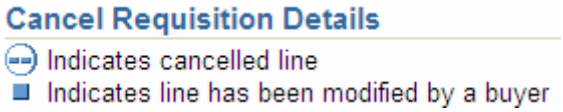
After selecting which items to cancel, click the **Continue** button.



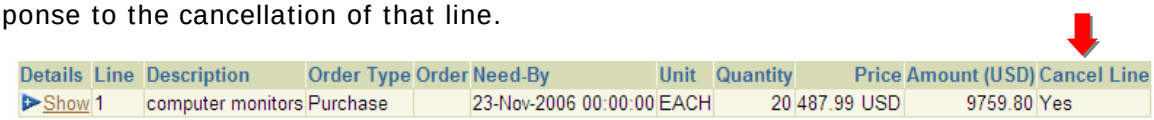
You should now see the *Cancel Requisition: Review and Submit* page.



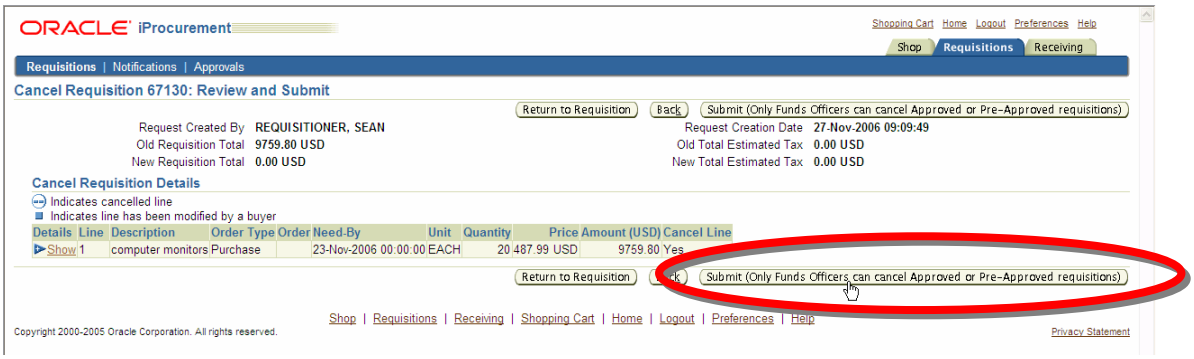
Note: The Cancel Requisition Details section gives detail about two icons that will be displayed next to line items that have been canceled, ⊖, or line items that have been modified by a buyer, ■.



On this page, please review and make sure that all appropriate line items have been selected for cancellation. There is a *Cancel Line* column that will give a "Yes" or "No" response to the cancellation of that line.



If you want to make further changes before canceling your Requisition, select the Back button. If you are satisfied with your cancellation, click the **Submit** button.



Remember! Cancellations of Requisitions that have been sent to FFIS can not be initiated by a Requisitioner. If a Requisitioner attempts to cancel these Requisitions, it will result in a Document Resolution Message from FFIS.

After submission, the *Cancel Requisition: Confirmation Details* page will display on your screen. You will receive a confirmation message at the top of this page.

Requisition Approval

Introduction

In the previous topic, you learned about how work with Requisitions from the Requisitioner's point of view. In this topic, the Requisition approval process will be covered.

Objectives

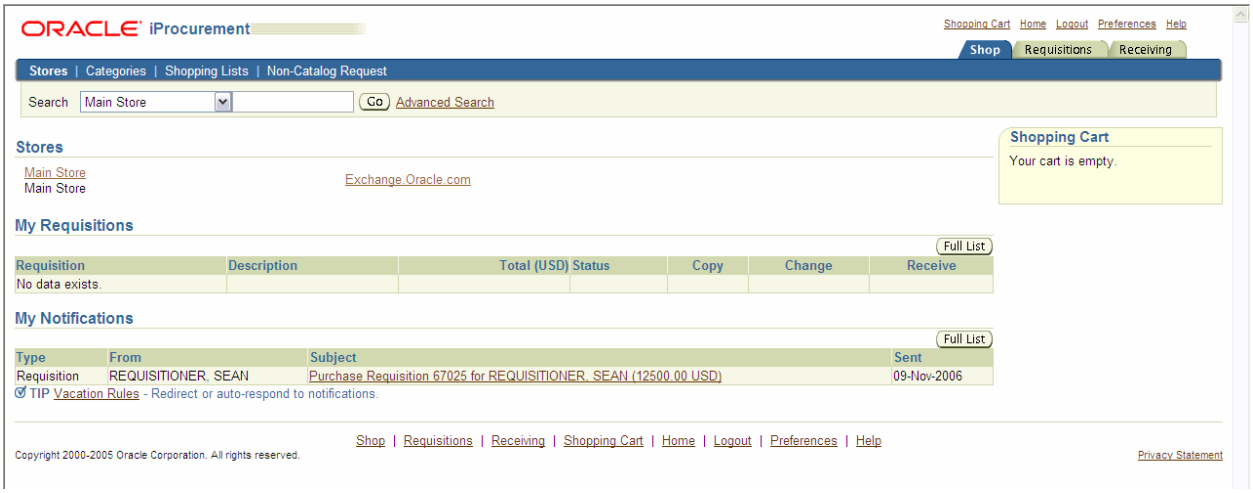
In this topic you will learn how to:

- Approve a Requisition as a Management Approver
- Approve a Requisition as a Budget (Funds) Approver
    - Reviewing the Requisition Details
    - How to Respond to Requisition Approvals and Change the Requisition
    - Edit the Requisition as the Approver
- Cancel Requisitions
    - Business Process Guidelines
    - Cancel Requisition Process in IAS
- Manage Notifications
    - Reassign Notification During Absence

Management Approval

The function of a Management Approver, also called Requisition Approver, in IAS is to review Requisitions as submitted by a Requisitioner for technical, property, or management approval. In addition, they may ensure all purchase requests are necessary. In this section, you will learn how to process a basic approval of a Requisition, with no adjustments or additions. In the next section, Requisition approval with changes will be covered.

When a Management Approver logs into IAS, the *Shop* page will be displayed on your screen. In the *My Notifications* section, a portion of your Requisitions will be displayed.



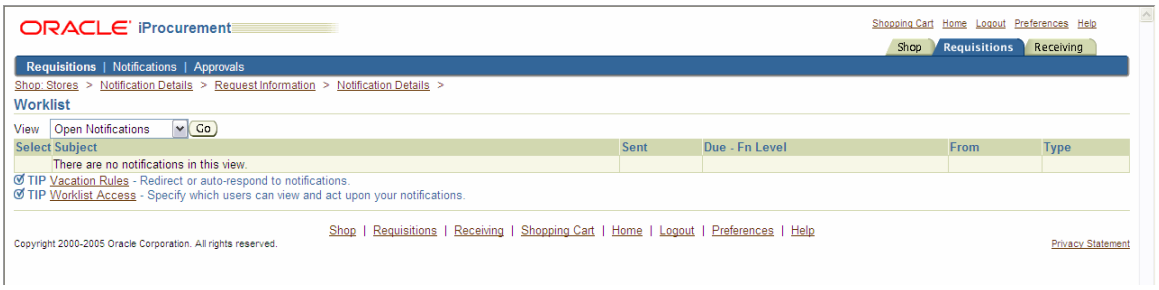
The *My Notifications* section of the *Shop* page is similar to the *To Do List* in the previous version of IAS.

> **REMEMBER**: The *My Notifications* section of the *Shop* page may not display the entire list of all Requisitions awaiting approval.

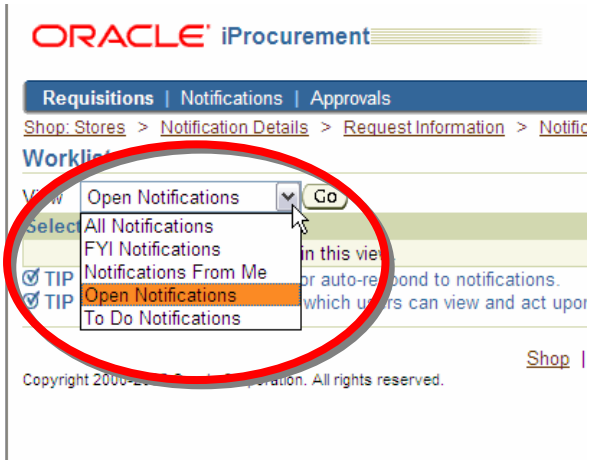
To review the entire list of Requisitions pending approval, click the **Full List** button. This will take you to the *Worklist* page under the *Requisitions* tab.

The *Worklist* Page

The *Worklist* page allows you to view and sort all *Notifications*.

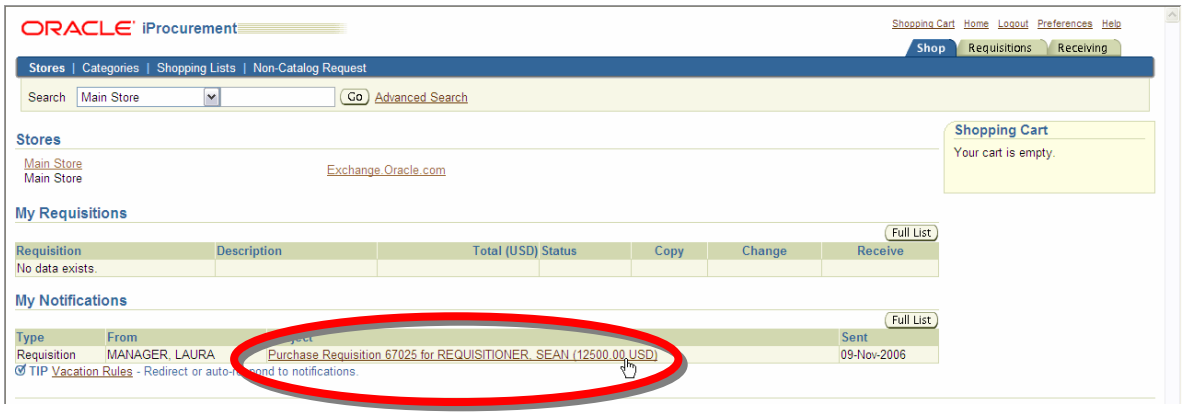


The *View* dropdown menu allows you to view *All Notifications*, *FYI Notifications*, *Notifications from Me*, *Open Notifications*, and *To Do Notifications*.

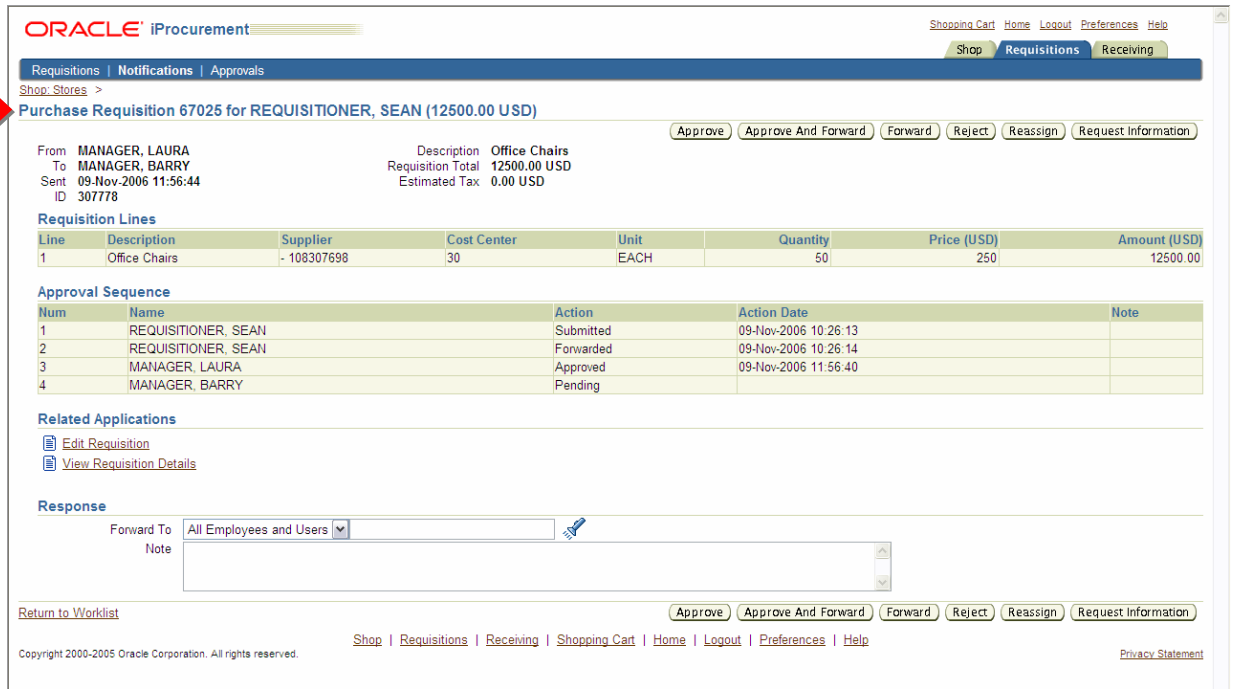


From the *Worklist* page, you can also create rules to redirect or auto-respond to your Notifications using the *Vacation Rules* link. In addition, you can specify which users can view and act upon your Notifications using the *Worklist Access* link.

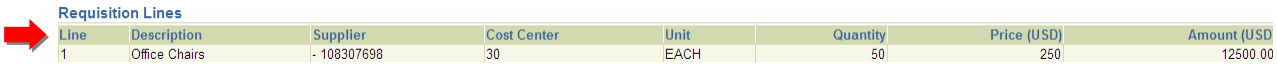
Now that the *Worklist* page has been reviewed, let's continue the Requisition Approval process. From the *Shop* page in the *My Notifications* section, select the Requisition to be approved.



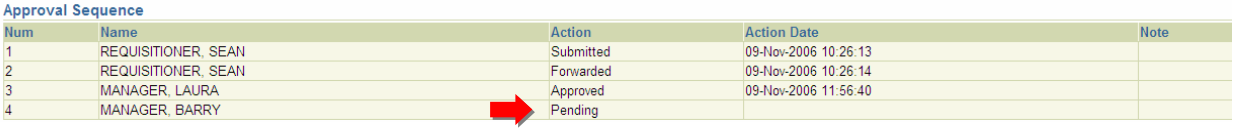
You should see the *Purchase Requisition* page for the Requisition selected for approval. To ensure you are on the correct page, look at the Title Bar which should include the Requisition number, the name of the original Requisitioner, and the total amount of the Requisition. In the case of our selection, the Requisition number is 67025, the Requisitioner's name is Sean Requisitioner, and the amount of the Requisition is $12,500.



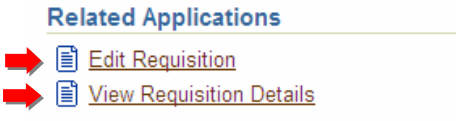
On this page, you will see general information about the selected Requisition in the *Requisition Lines* section including Line Items, Quantity, Price, Cost Center, Supplier and Amount.



You will also see the *Approval Sequence* of the Requisition up through this point in time, including your name and the pending status of the Requisition. In our example, the login *Name* is Barry Manager and the *Action* status is *Pending*. This *Pending* status indicates that the Requisition is currently in the care of Barry Manager for approval.

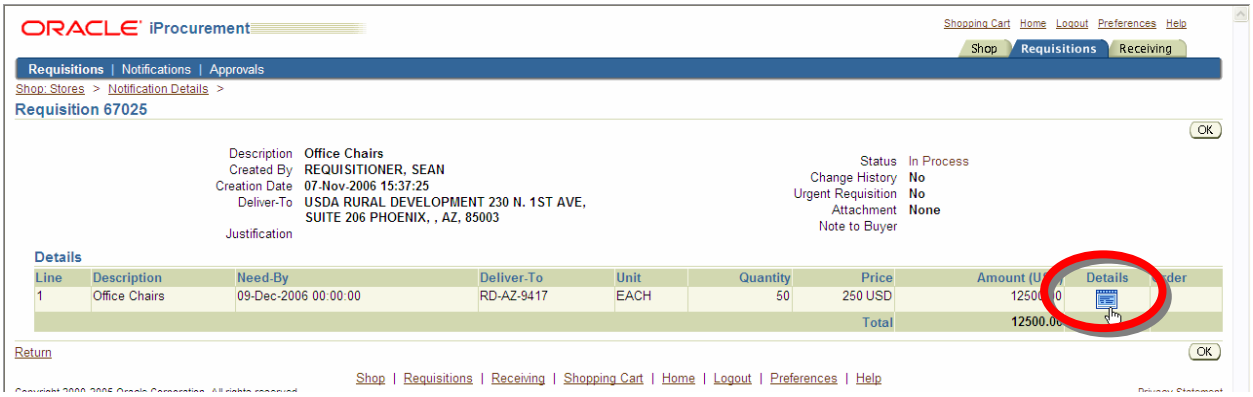


The *Related Applications* section of the *Purchase Requisition* page allows you to edit this Requisition using the **Edit Requisition** link. More detail will be provided about editing a Requisition in the next section.



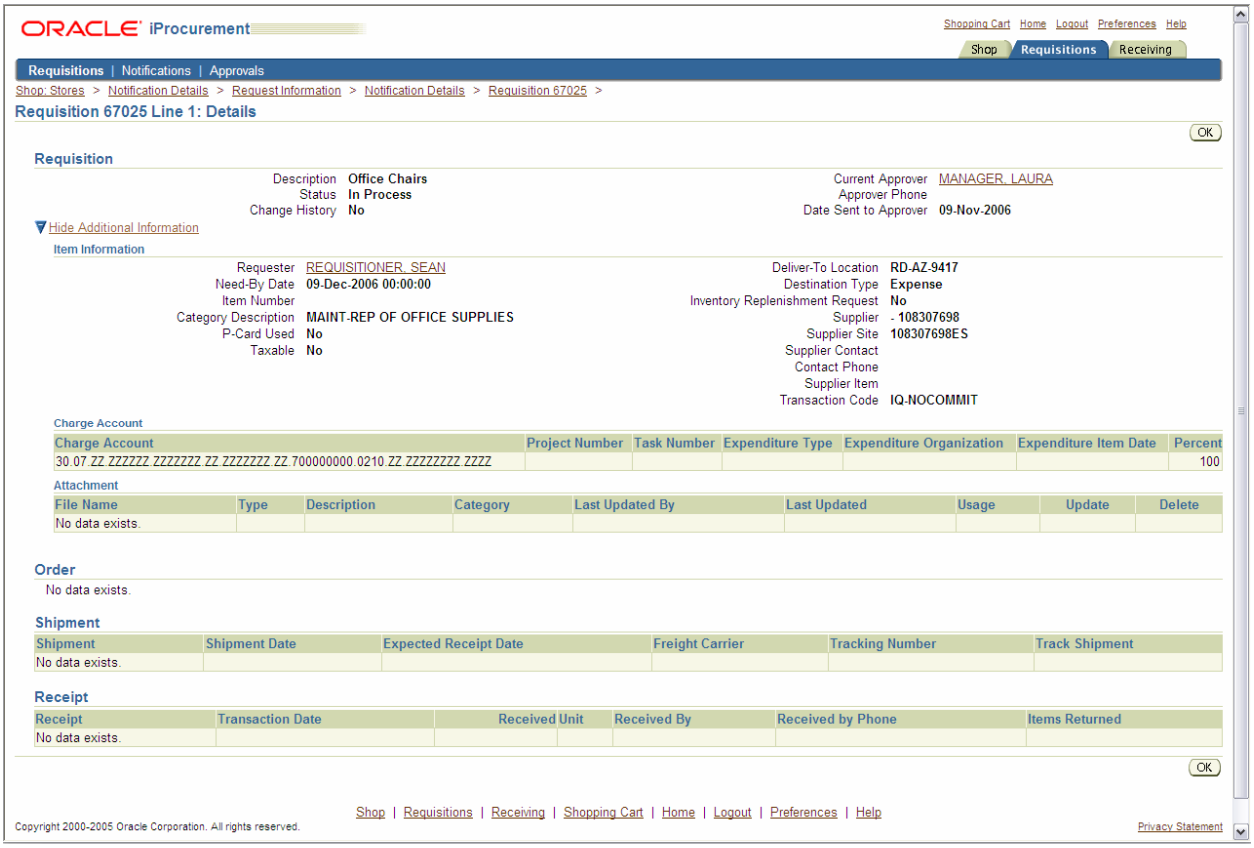
The *Related Applications* section of the *Purchase Requisition* page allows you to review the details of a Requisition using the **View Requisition Details** link. Click on this link now to review the details of your Requisition.

Now, you will see a new page in your window displaying the general details of your Requisition. To see further details about Line Items in your Requisition, click the **Details** icon, , in the *Details* column of the page.

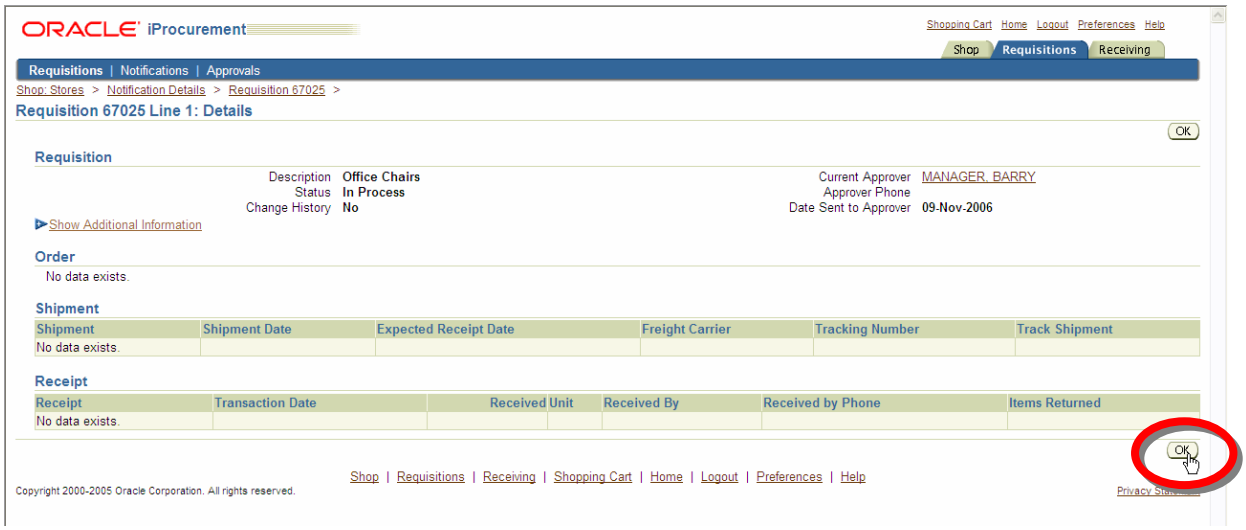


You should see a page displaying further details for that line item.

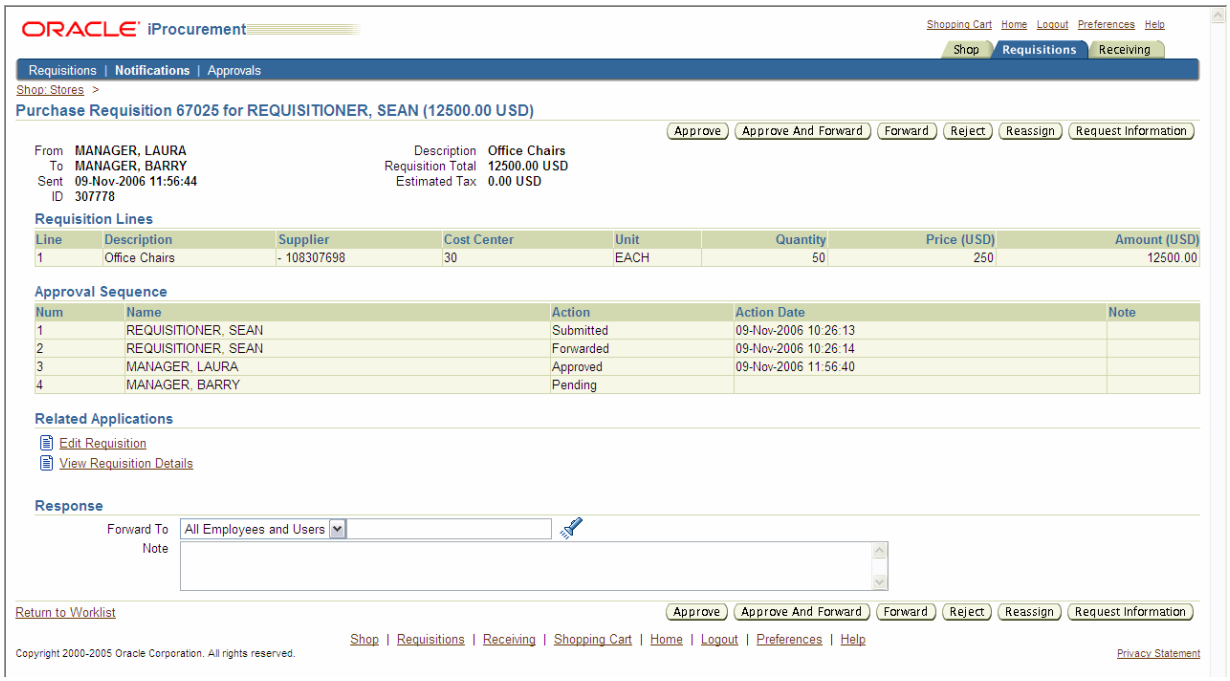
Tip! To see a third level of details, click the **Show Additional Information** link located in the *Requisition* section of this page.



Now that details for your Requisition have been reviewed, click on the **OK** button to return to the previous details screen.

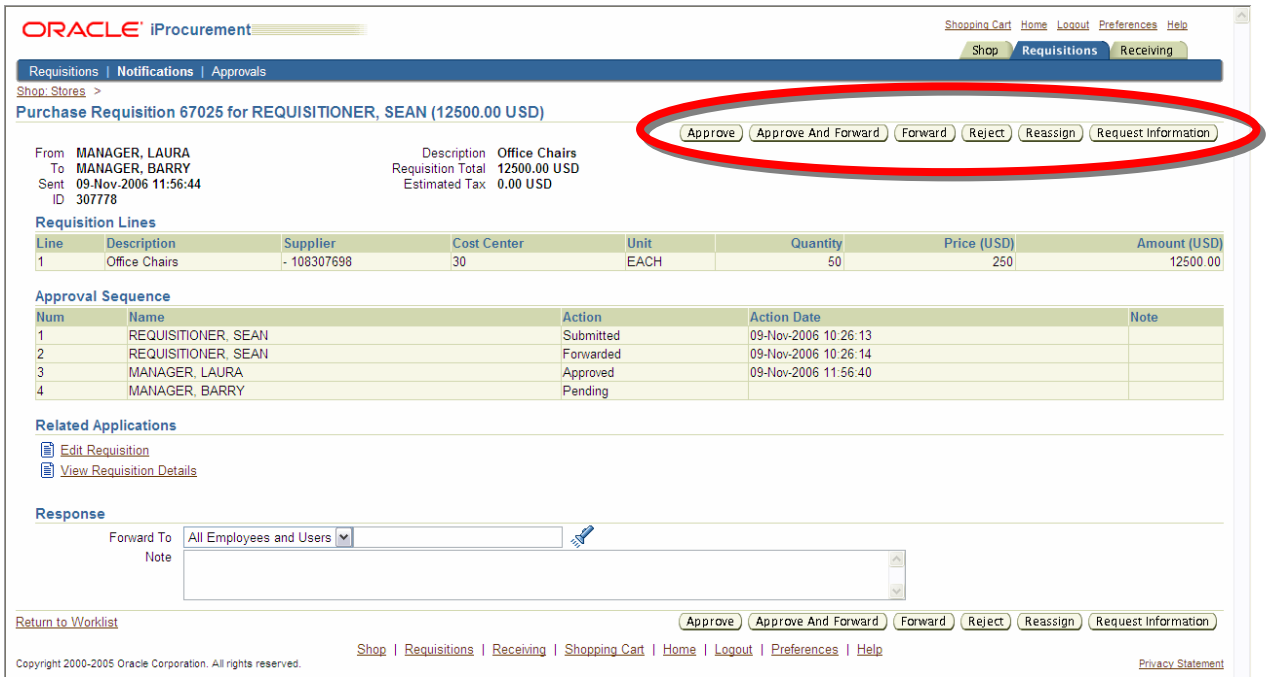


Select the **OK** button one additional time to return to the *Purchase Requisition* screen.



On this *Purchase Requisition* page, there is also a *Response* section If you are forwarding this document to another person, please select this person from the selection list using the following format: LAST_NAME, FIRST_NAME. Only use this when forwarding or approving and forwarding. Please leave the selection to All Employees and Users as the other option is not supported at this time.

The navigation area on the *Purchase Requisition* page is located along the top-right and bottom-right of the screen. It provides you, the Approver, six options: *Approve*, *Approve and Forward*, *Forward*, *Reject*, *Reassign*, and *Request Information.*



Approve

The **Approve** button allows you to continue with the process of approving a Requisition.

Approve and Forward

The **Approve and Forward** button is used when an Approver wants to acknowledge they approve a Requisition but also want to obtain the approval of another party. For example, in the case of an IT purchase when approval is also needed from the IT department.

Forward

The **Forward** button allows you to forward a Requisition to another Approver for approval and review. A good example of when this is useful is when you need to forward the Requisition to another department for approval. Often times, Requisitions for technological equipment, like computers or monitors, need to be forwarded to the IT department for approval.

> **Tip!** Do not attempt to forward a Requisition to a Contracting Officer, as the Requisition will be sent to the Acquisition Management module per pre-determined rules.

Reject

The **Reject** button allows you to reject a Requisition.

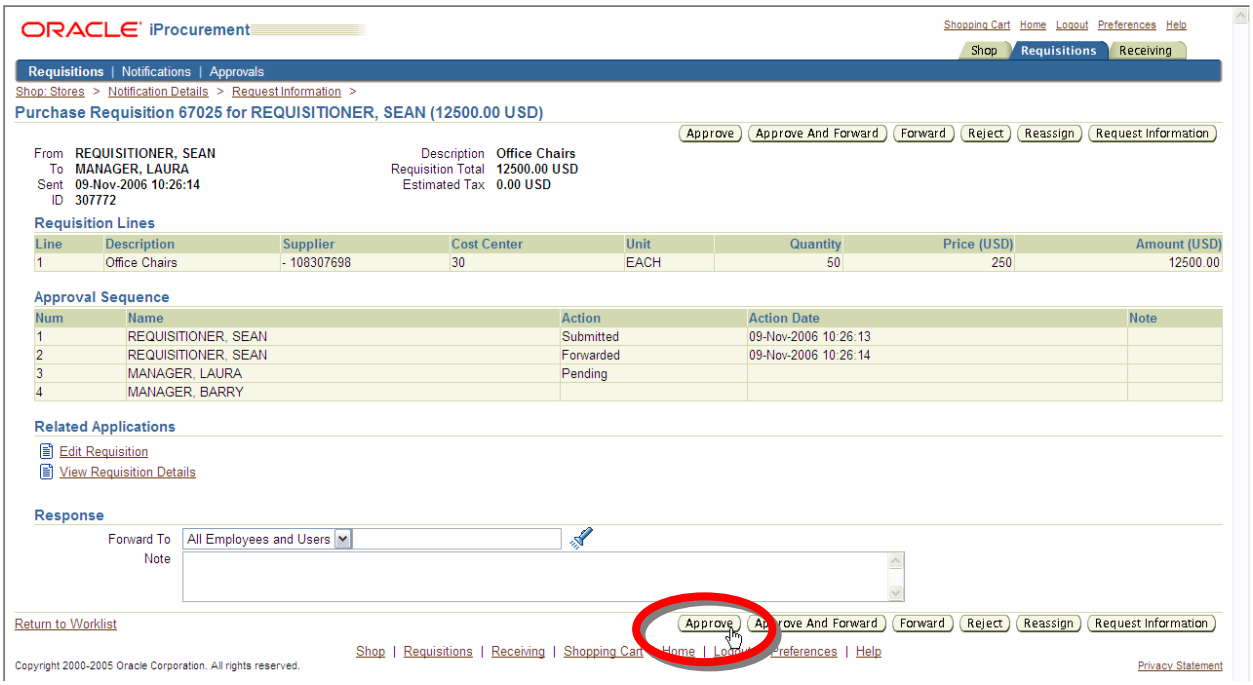
Reassign

The **Reassign** button allows you to reassign a Requisition to another party for Approval. Reassigning a Requisition takes you out of the Approval Chain and allows another user to act on your behalf.

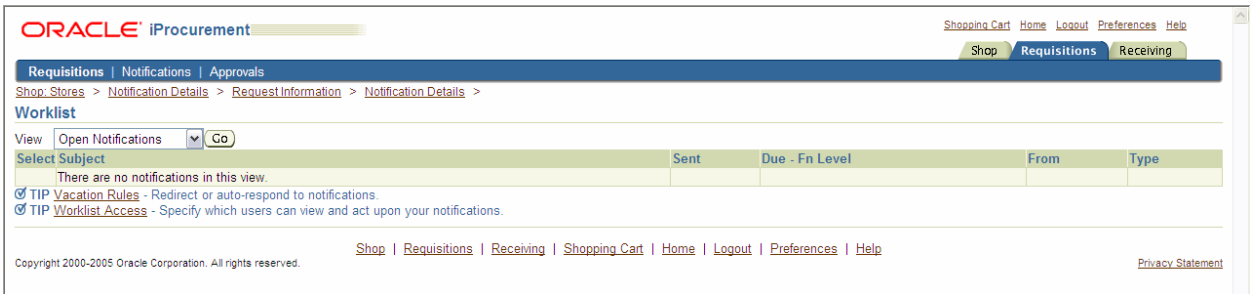
Request Information

The **Request Information** button allows you to request additional information from the Requisitioner regarding a Requisition.

Let's continue and quickly approve your Requisition. Once you are satisfied with the Requisition and its details, select the **Approve** button on the *Purchase Requisition* screen.

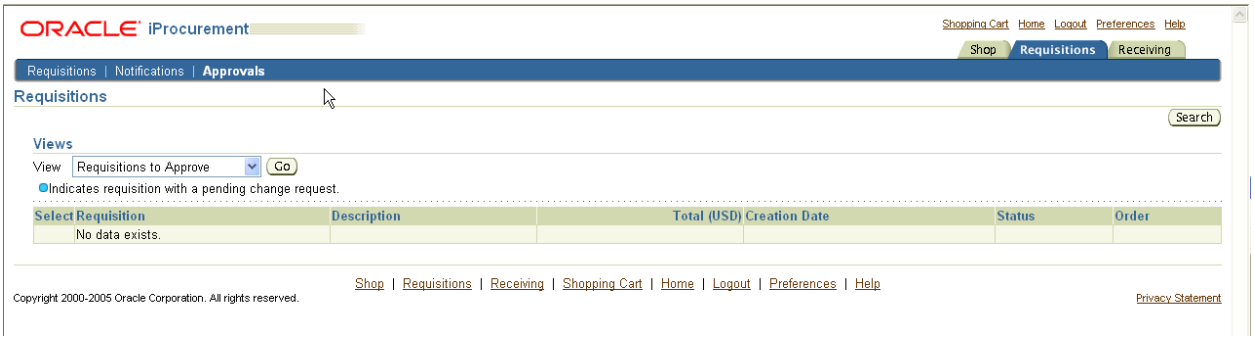


You have just approved a Requisition. Doing so will take you directly to the *Worklist* page. The Worklist page is also known as the *Notifications* page.

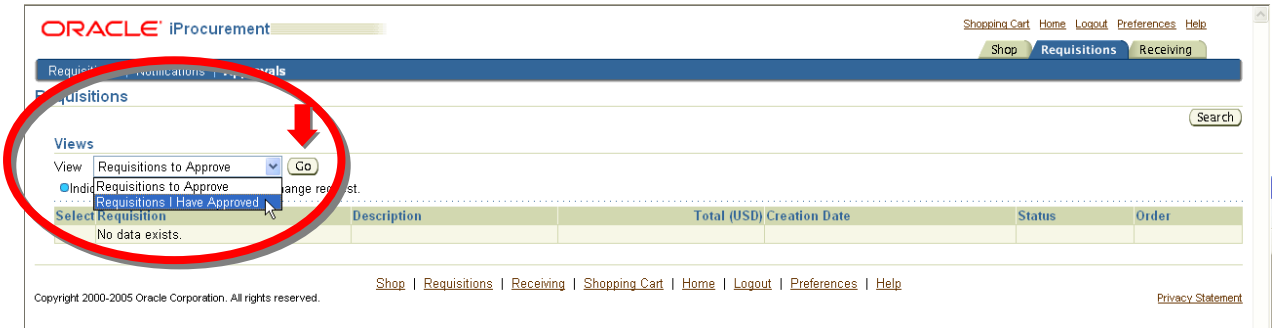


Note: To ensure the Requisition was approved and submitted to the next approval level, Click on the **Approvals** link in the blue task bar at the top of the page.

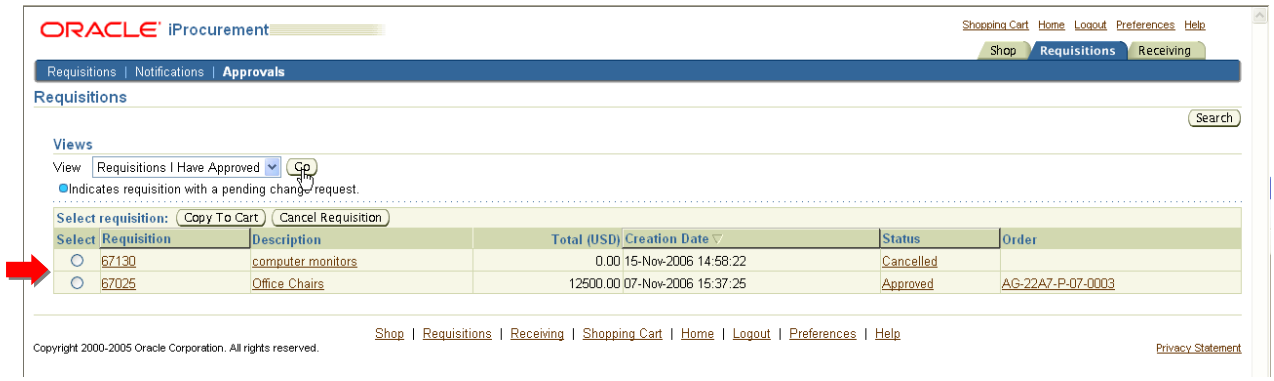
This will take you to the *Requisition Approvals* page.



This page defaults to viewing the Requisitions that await the user's approval. To see the Requisitions that have already been approved, click on the *View* drop down menu and select **Requisitions I have Approved**. Then click on the **Go** button to change the view.



This will change the view to show all the Requisitions that have been approved.

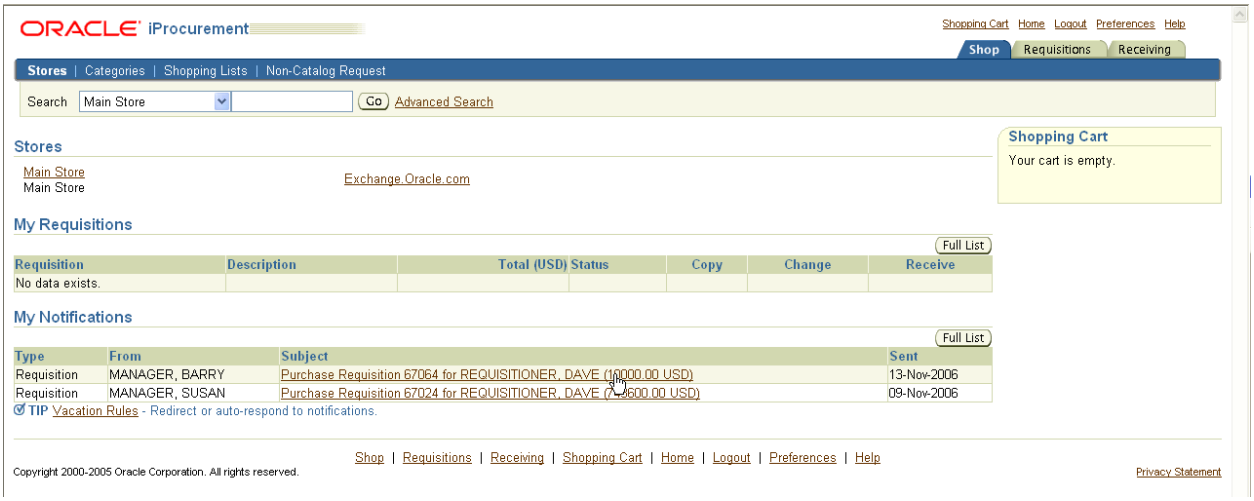


Notice that in this example, the Requisition number 67025 that was approved by the Management Approver earlier has gone through the Requisition and Acquisition processes. This is shown by the order number in the *Order* column. When you first approve the Requisition, it will appear as Pre-Approved until the Budget Approver and FFIS have approved the document. To find out more about the Requisition Status, please refer to the **Requisitions – Tracking Requisition Status** section (page 73) of this document.

Budget (Funds) Approval

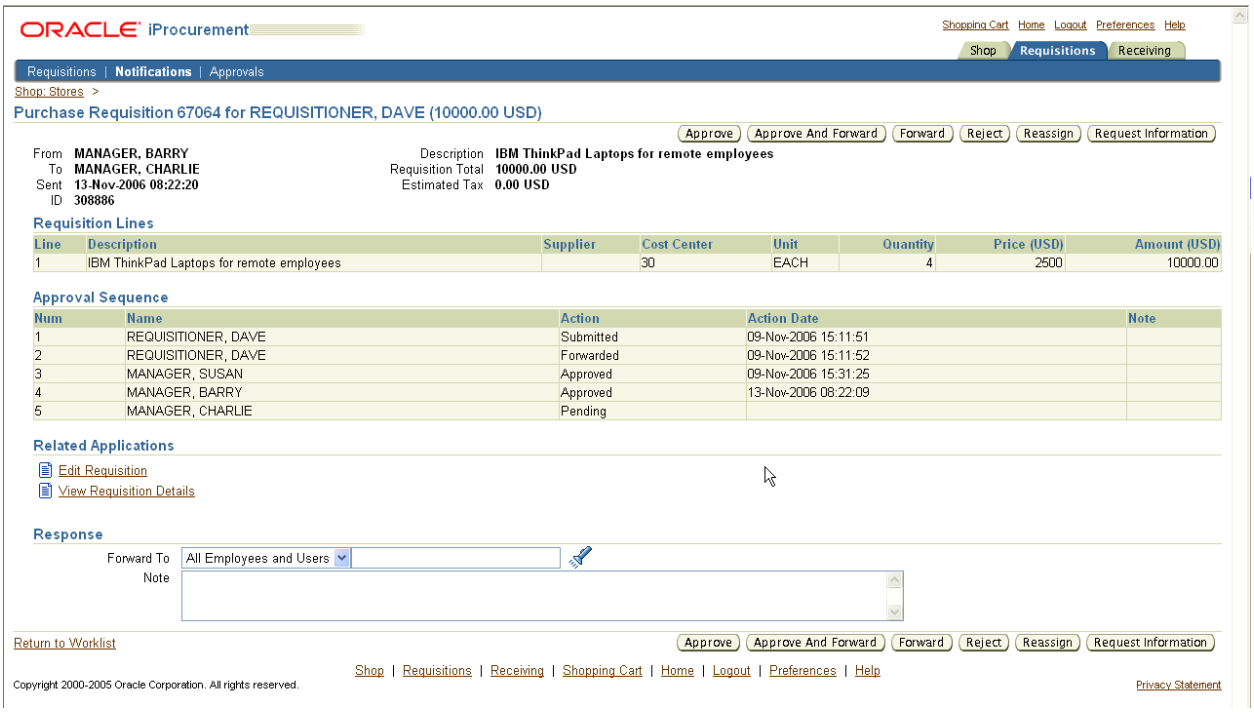
The function of a Budget Approver, also called Funds Approver, in IAS is to review and approve Requisitions as submitted by Requisitioners. Budget Approvers ensure the accuracy of the Budget Codes and ensure that the funds have the proper apportionment before Requisitions are made against them. In this section, you will learn how to check the accounting codes of a Requisition and edit them if necessary.

When a Budget Approver logs into IAS, the *Shop* page will be displayed on your screen. It will look just like the *Shop* page looks for a Management Approver. In the *My Notifications* section, a portion of your Requisitions will be displayed.



Remember! The *My Notifications* section of the *Shop* page may not display the entire list of all Requisitions awaiting approval.

To continue, click on the subject of the Notification. This will take you to the *Purchase Requisition* page. You should see the *Purchase Requisition* page for the Requisition selected for approval. This page is more commonly known as the *Notification Details* page.

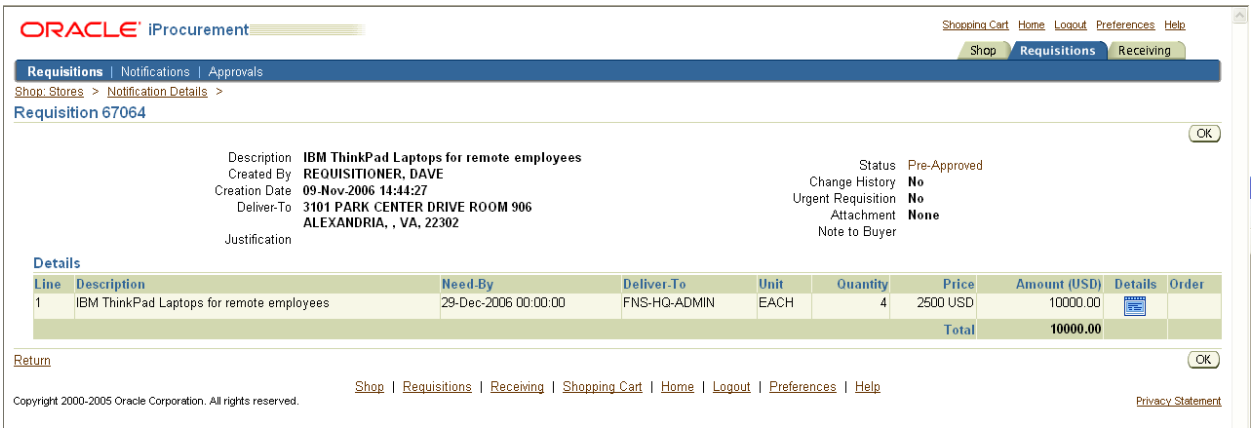


Tip! To ensure you are on the correct page, look at the Title Bar which should include the Requisition number, the name of the original Requisitioner, and the total amount of the Requisition. In this case, the Requisition number is 67064, the Requisitioner's name is Dave Requisitioner, and the amount of the Requisition is $10,000.

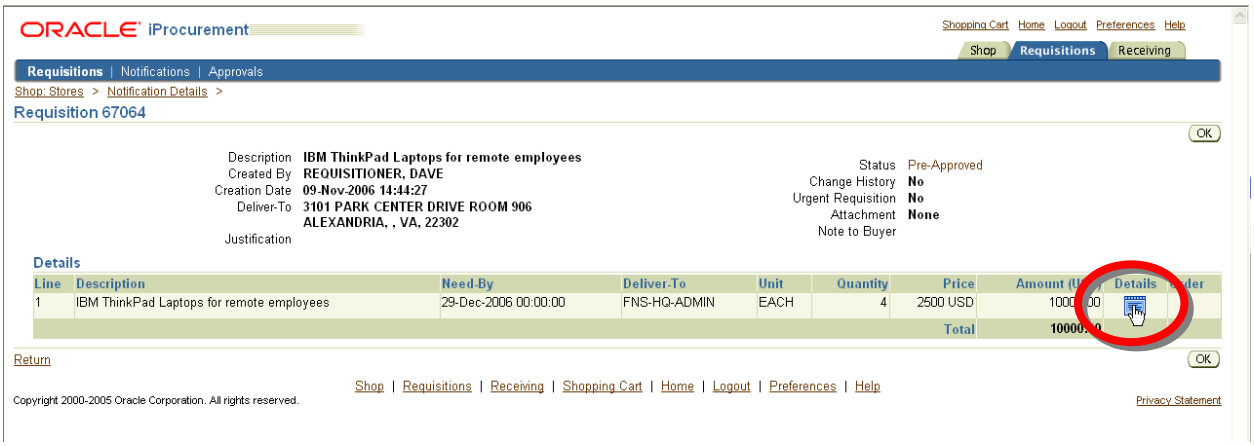
Reviewing the Requisition Details

Again, the basic information about the Requisition is available here. To see additional details, including the accounting information, click on the **View Requisition Details** link under the *Related Applications* section, just like the Management Approver did.

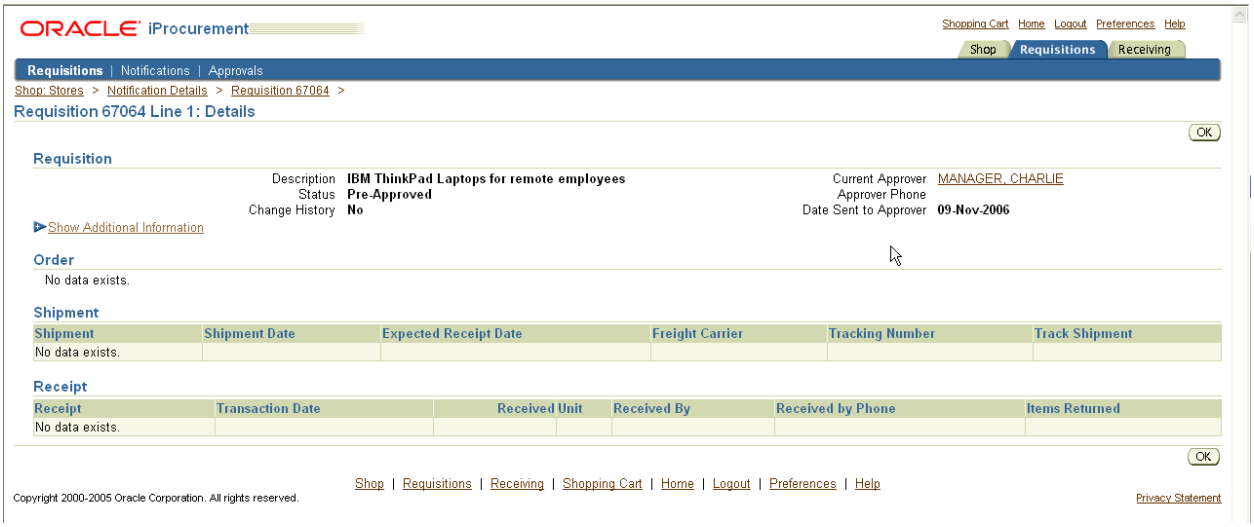
This takes you to the *Requisition Details* page.



As with the Management Approval process, you can see further details about Line Items in your Requisition by clicking on the **Details** icon, , in the *Details* column of the page.

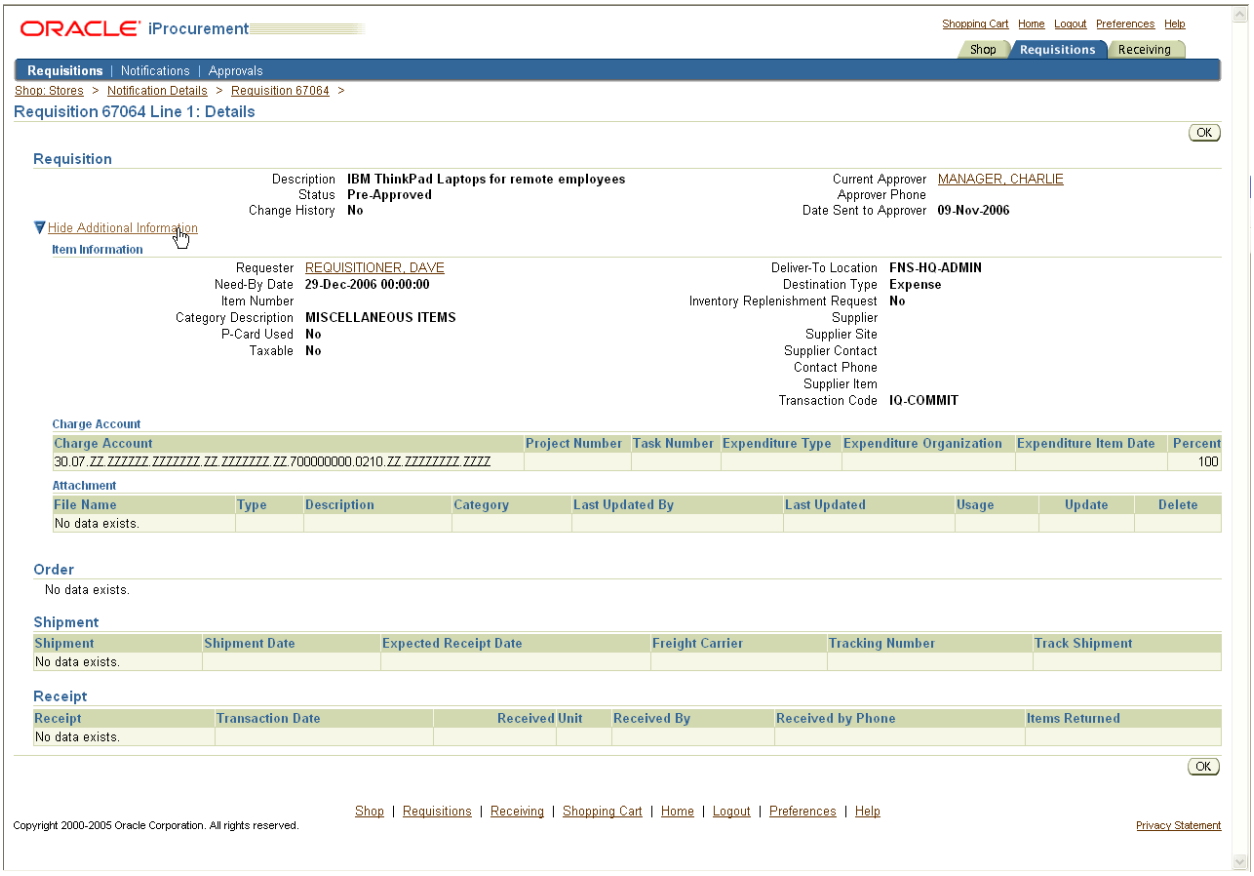


You should see a page displaying further details for that line item.

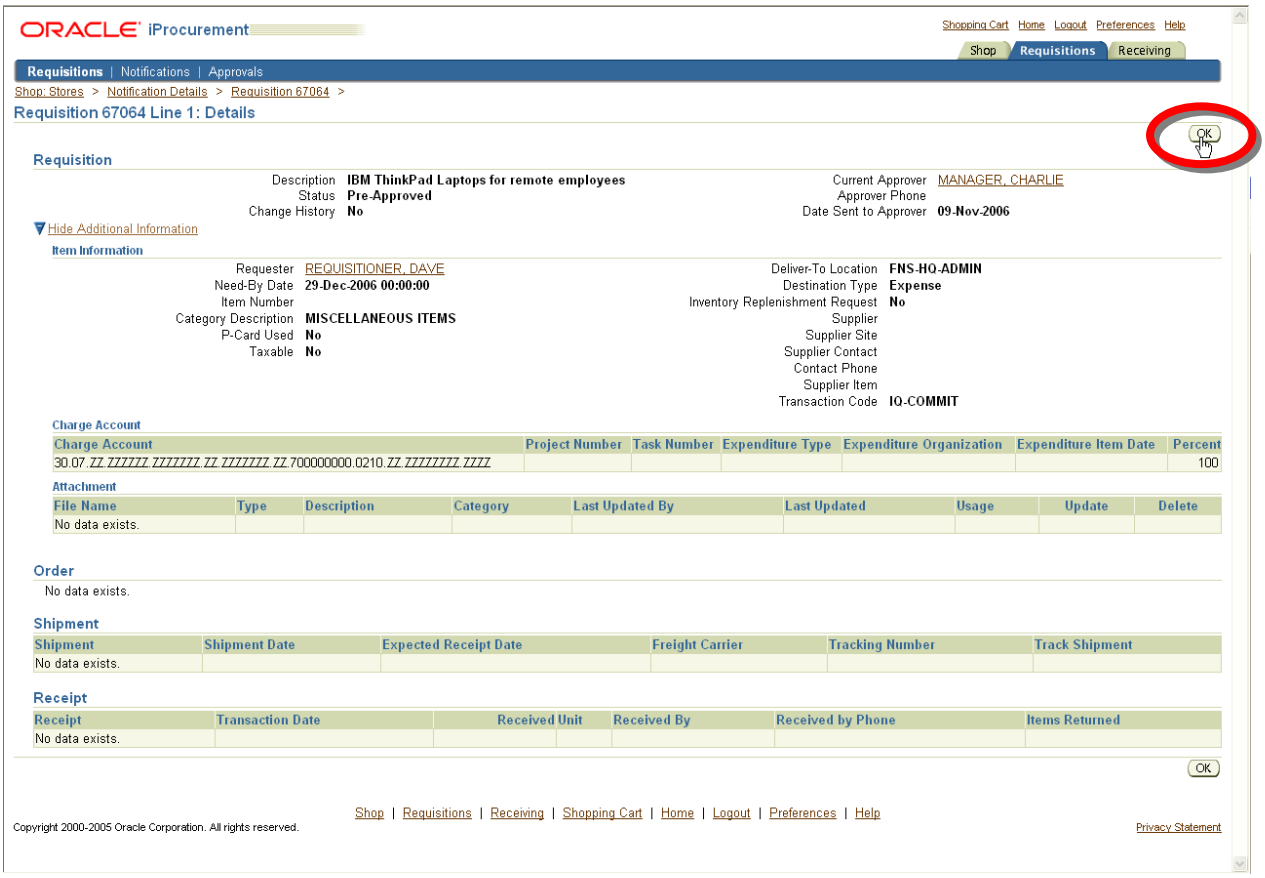


Tip! To see a third level of details, click the **Show Additional Information** link located in the *Requisition* section of this page. This is where you can find the Accounting information.

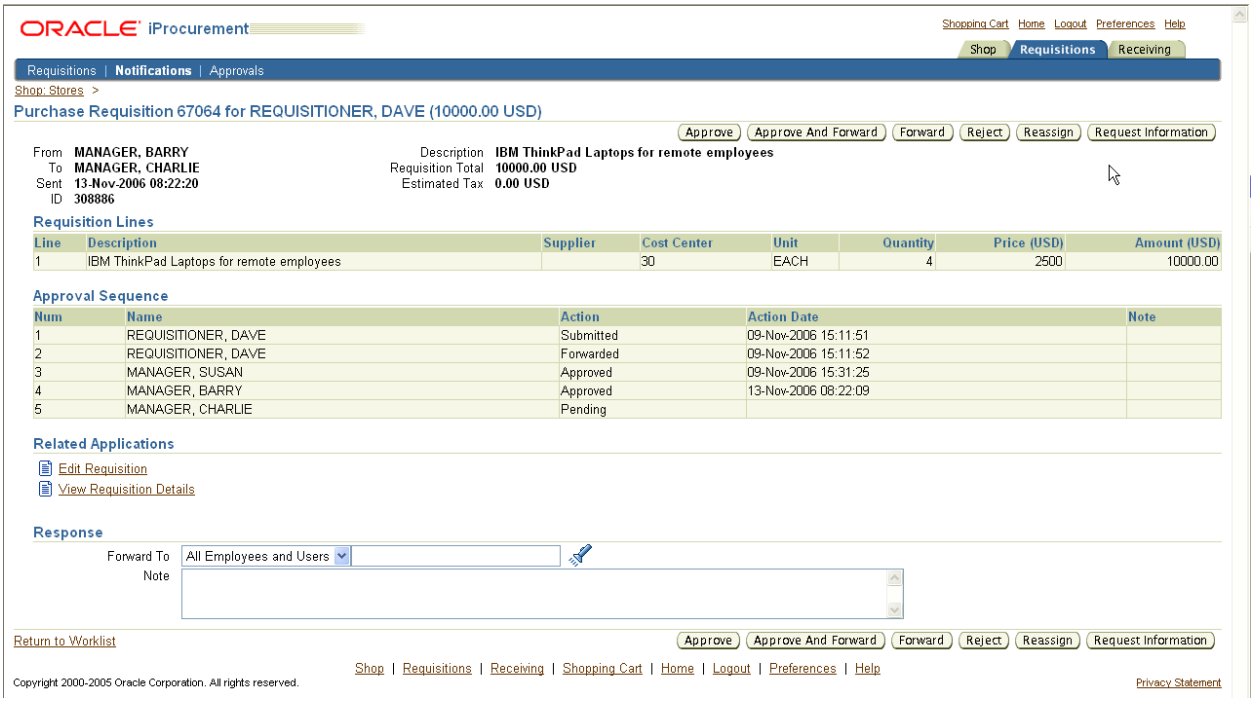
Remember! It's very important to review the Accounting Information. Many avoidable errors occur because of incorrect Accounting Codes.



In this example, the accounting code was set use money from the wrong budget. As the Budget Approver, you can edit the Requisition so that it uses the correct account code. First, return to the *Requisition* screen. Click on the **OK** button to return to the previous details screen.



Select the **OK** button one additional time to return to the *Purchase Requisition* screen.



To edit the Accounting codes, you will have to take the Requisition back through the checkout process. Click on the **Edit Requisition** link in the *Related Applications* section where you went to view the Requisition Details. This will allow you to edit the Requisition information by going through the Approver Checkout Process.

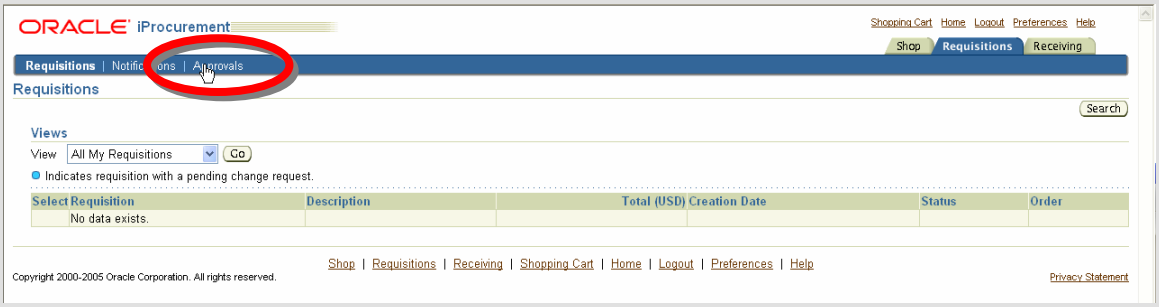
HOW TO: Respond to Requisition Approvals and Change the Requisition

As an Approver, when editing a Requisition, you may be used to accessing it from the *Requisition: Approvals* page. You may know this as the *Notification: Approvals* page.

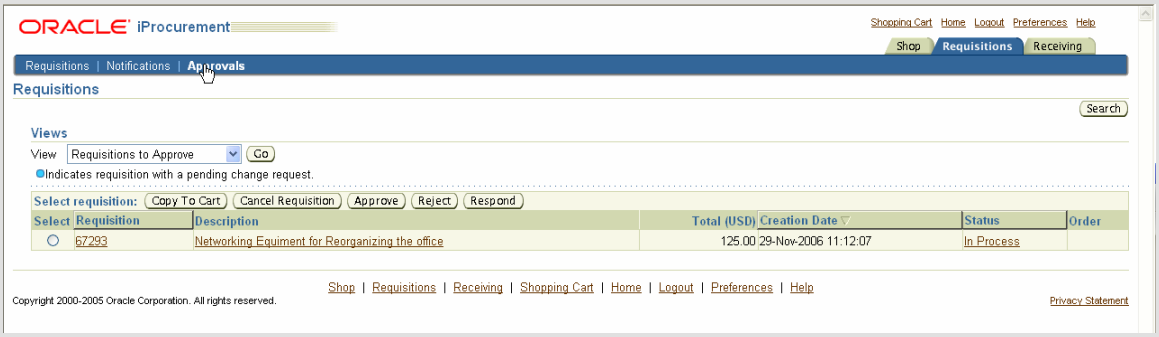
If you are used to editing Requisitions in this manner, **DO NOT COPY TO CART!** Copying to Cart actually creates a new Requisition. If you create a new Requisition, your Requisitioners will not be able to receive items.

Here is how it works.

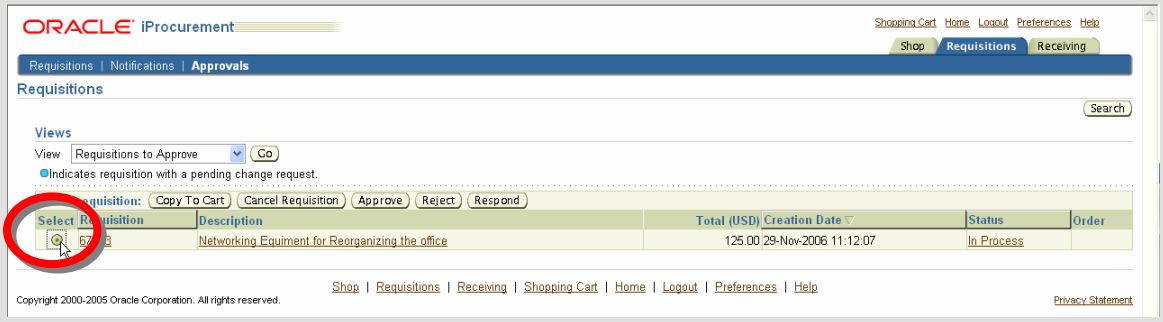
From the *Requisitions* tab, click the **Approvals** link in the Navigation bar.



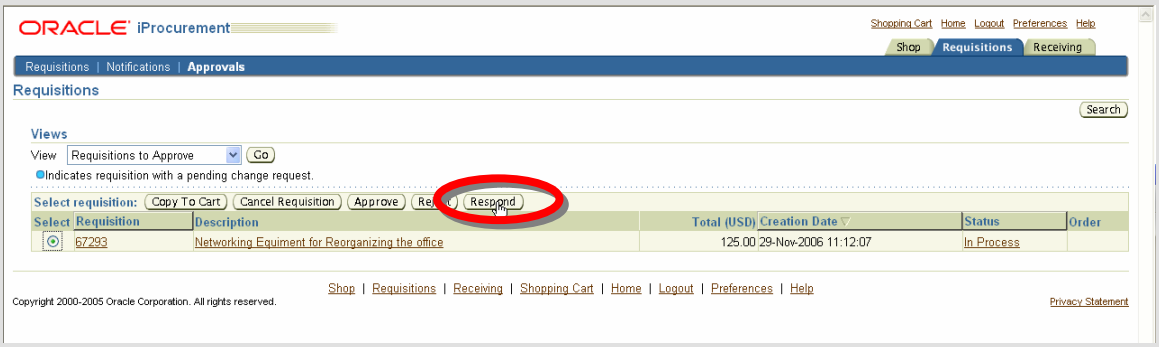
The *Requisitions: Approvals* page will now be displayed. Often this page is referred to by users as the *Notifications: Approvals* page.



Select the appropriate Requisition from the list by clicking the **Select** radio button ○ on this page.



Then select the **Respond** button.

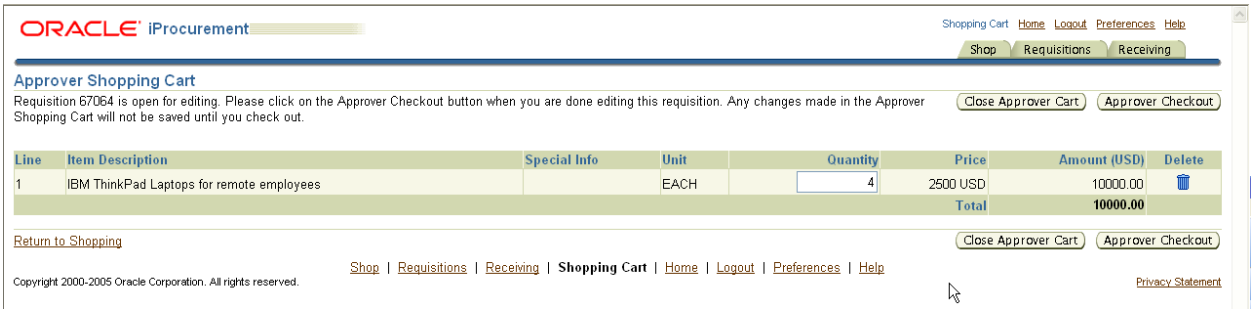


This will take you to the *Purchase Requisition* page. From there, click on the **Edit Requisition** link in the *Related Applications* section where you went to view the Requisition Details. This will allow you to edit the Requisition information by going through the Approver Checkout Process.

> **Remember! DO NOT COPY TO CART!** This creates a new Requisition and your Requisitioners will not be able to receive items.

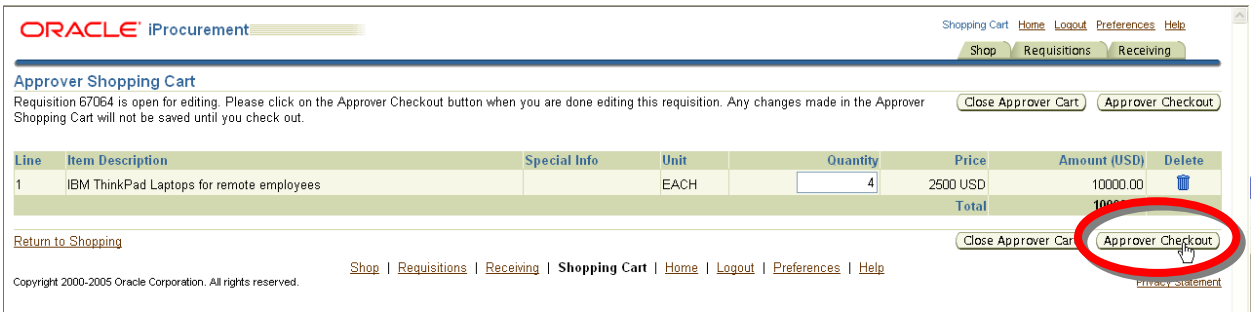
Edit the Requisition as the Approver

The first page of the Approver Checkout Process is the *Approver Shopping Cart*.

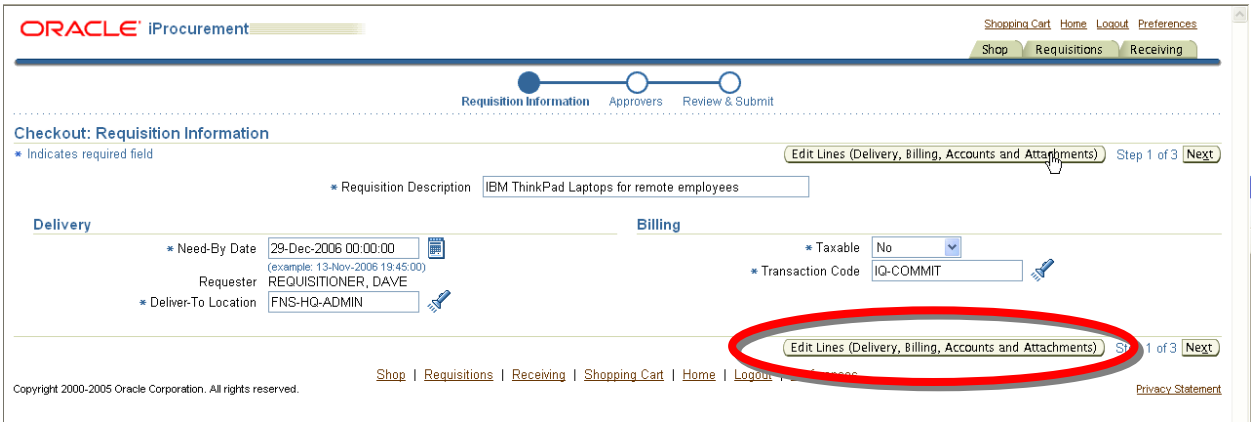


Here you can change many aspects of the Requisition. In this example, the only change that needs to be made is the budget code. Otherwise you could change the quantity or delete the line item just as if you were a Requisitioner changeing the Requisition.

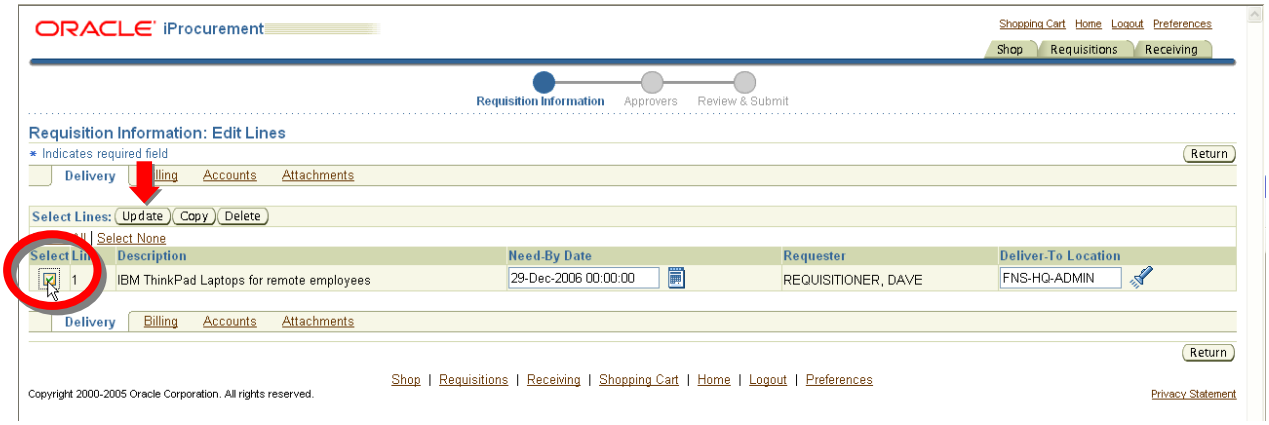
To continue, click on the **Approver Checkout** button.



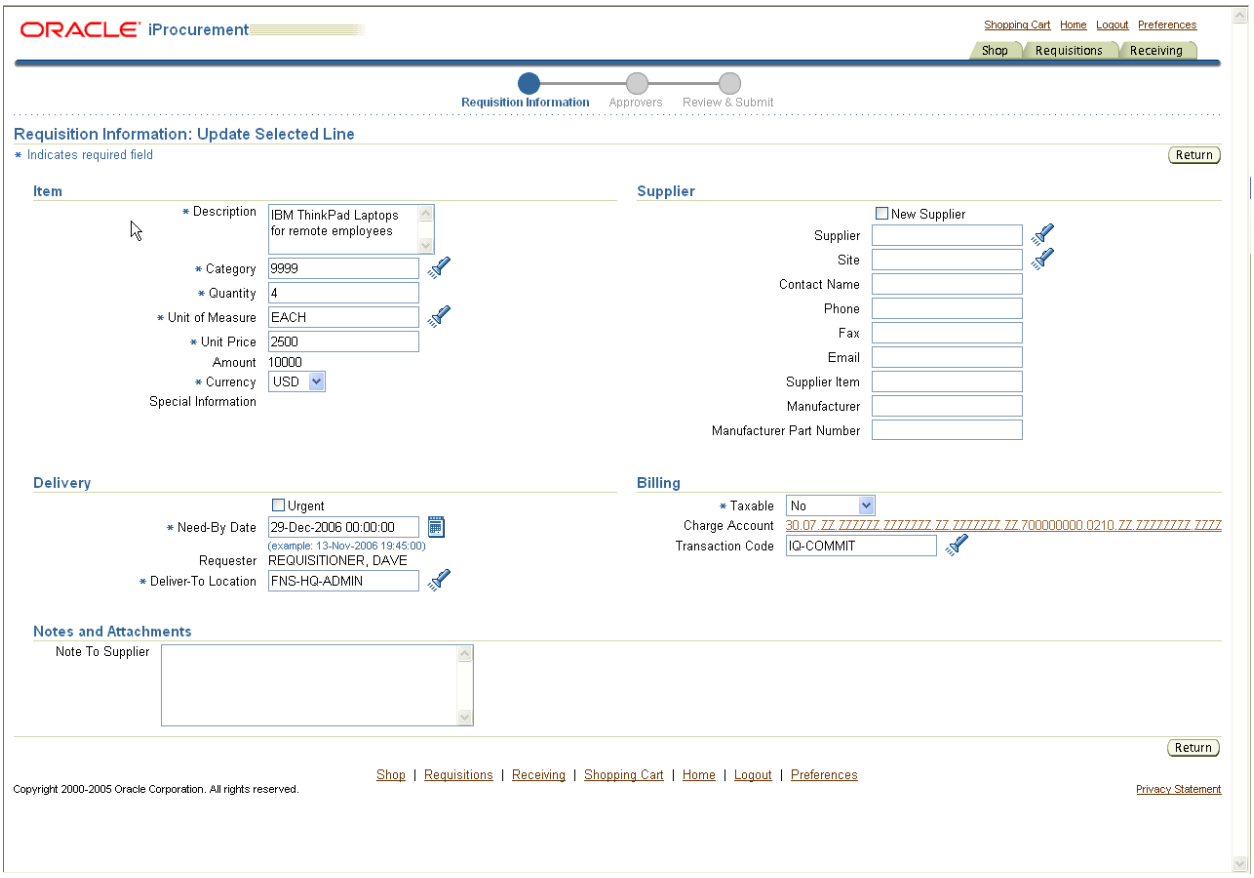
This will take you to the *Checkout: Requisition Information* page. This looks, and works, just like the *Checkout: Requisition Information* page in the Requisitioner's section. To edit the accounting information, click on the **Edit Lines (Delivery, Billing, Accounts and Attachments)** button.



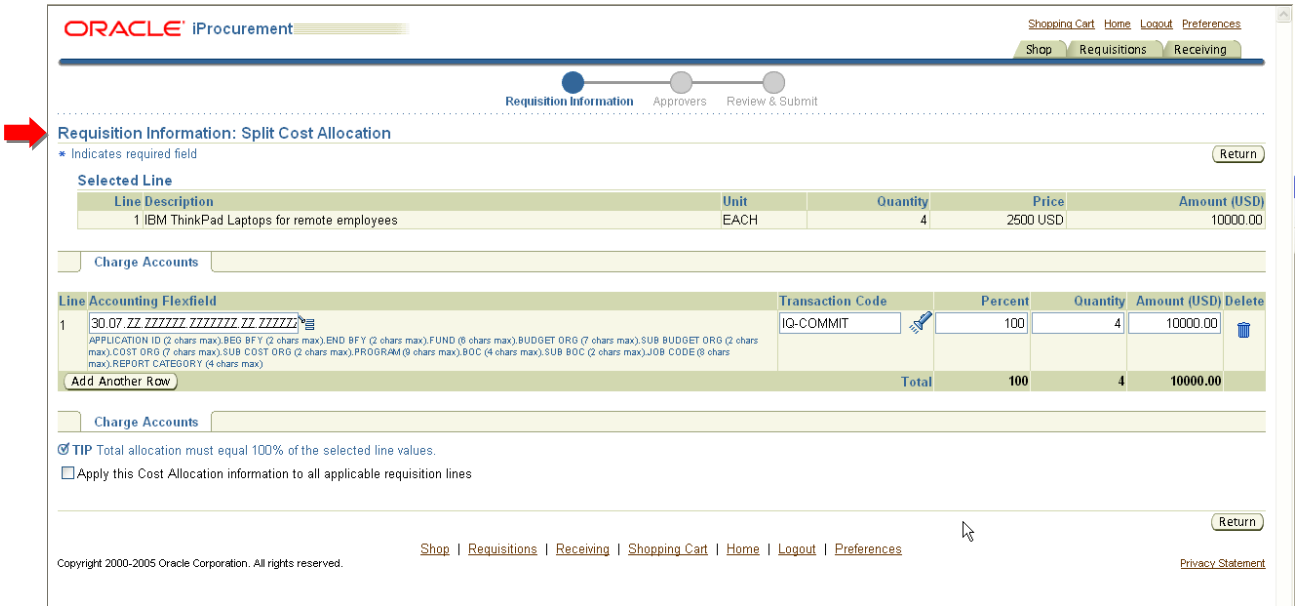
This will take you to the *Requisition Information: Edit Lines* page. Click on the **checkbox** in the *Select* column, and then click on the **Update** button.



This will take you to the *Requisition Information: Update Selected Line* page.

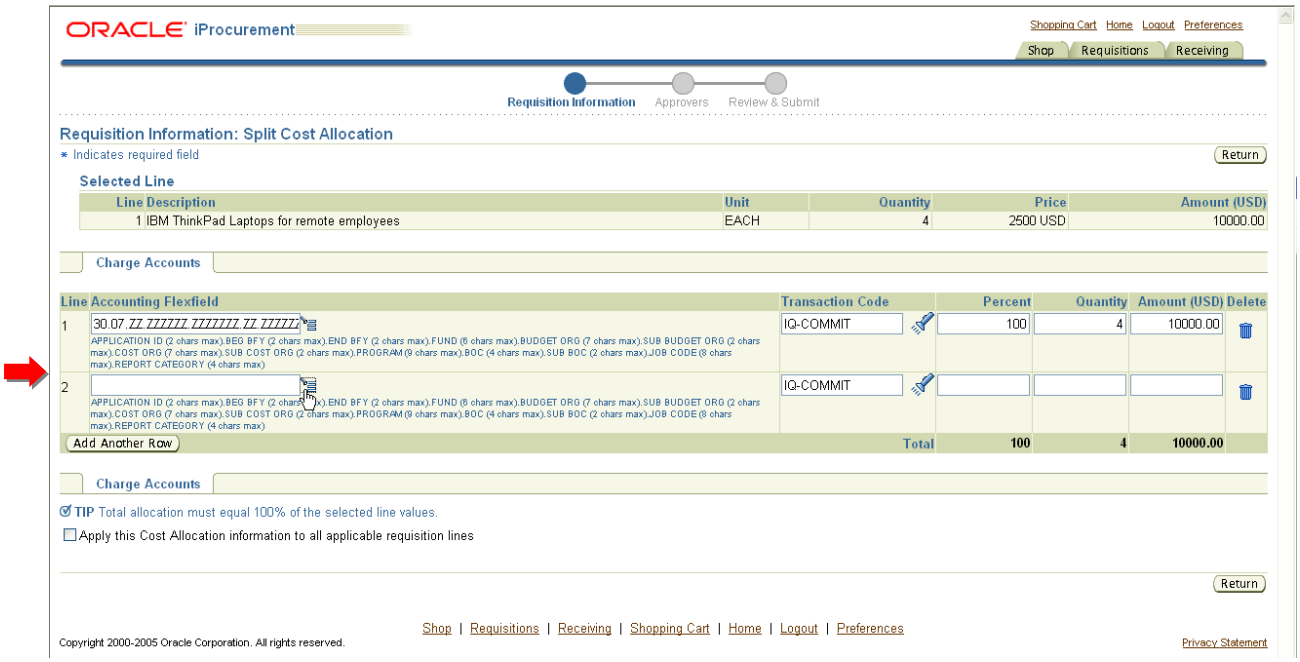


Click on the **accounting code** link to go to the *Requisition Information: Split Cost Allocation* page.

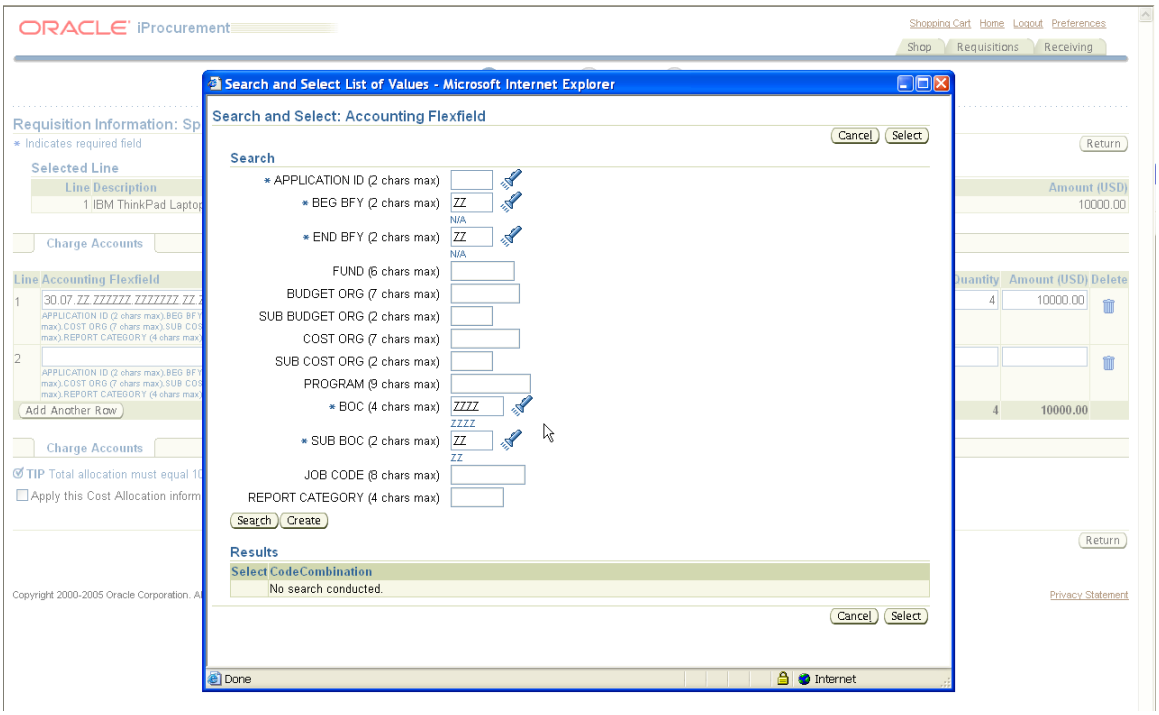


Since the accounting code has already been set for the Requisition, the accounting code here will not default to the accounting code you set up in your profile.

To add an additional line of accounting, click on the **Add Another Row** button. It will automatically create a new accounting line to enter in more information. It defaults to the favorite accounting code you set up in your preferences. Since Management and Budget Approvers do not have to set up default profiles, as they are not creating Requisitions, the field will be blank for those who have not set up a profile. The *Transaction Code* for the new line defaults to IQ-COMMIT, just as the first line did.



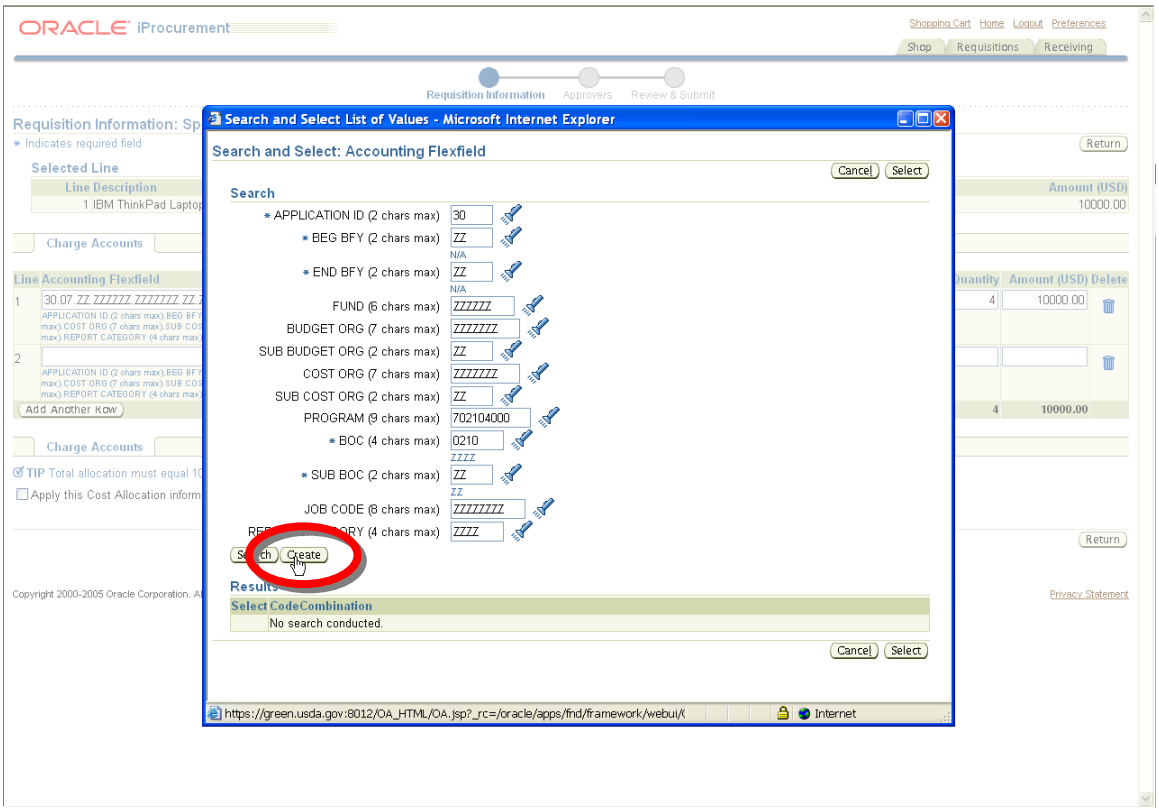
Click on the **Accounting Search** icon next to the empty accounting line. This will open a new window where you can enter in the proper accounting information.



Change the accounting information as necessary.

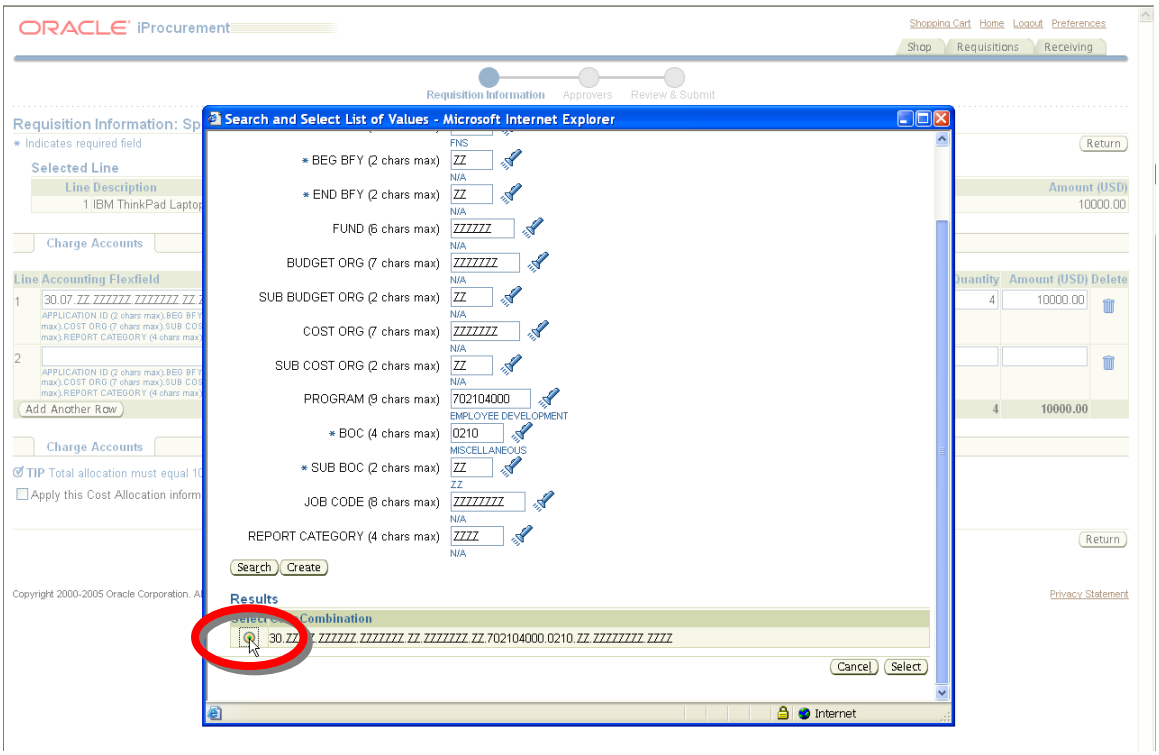
> **Note:** As you enter information into the fields, the page may refresh and add information for you. This can take a few minutes, depending on the speed of your network connection and the resource usage within IAS. Wait for the page to finish loading, then continue to add information until all appropriate fields are filled.

Once you have the accounting code correct, click on the **Create** button below the fields.

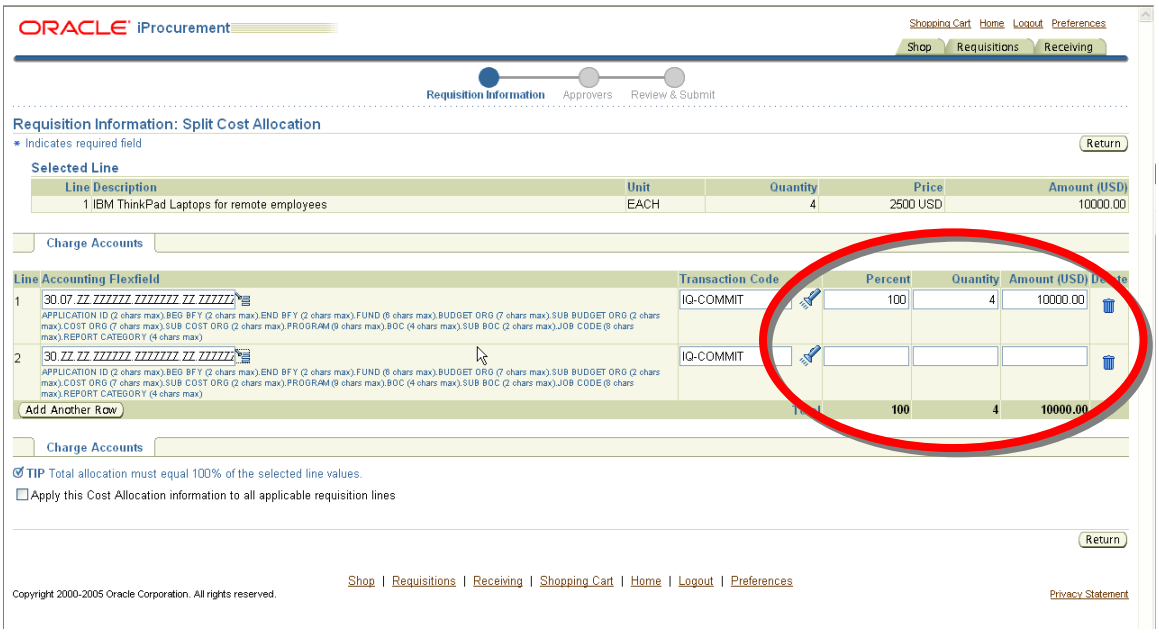


This will create an accounting line in the *Results* area. Click on the radio button next to the accounting line you just created, then click on the **Select** button at the bottom of the window.

Tip! You may need to scroll down to see the **Select** button.



Once you have selected the accounting line, the *Search and Select: Accounting Flexfield* pop up window will automatically close and the information will populate the *Accounting Flexfield* text box. The *Percent*, *Quantity*, and *Amount (USD)* fields will not populate automatically.



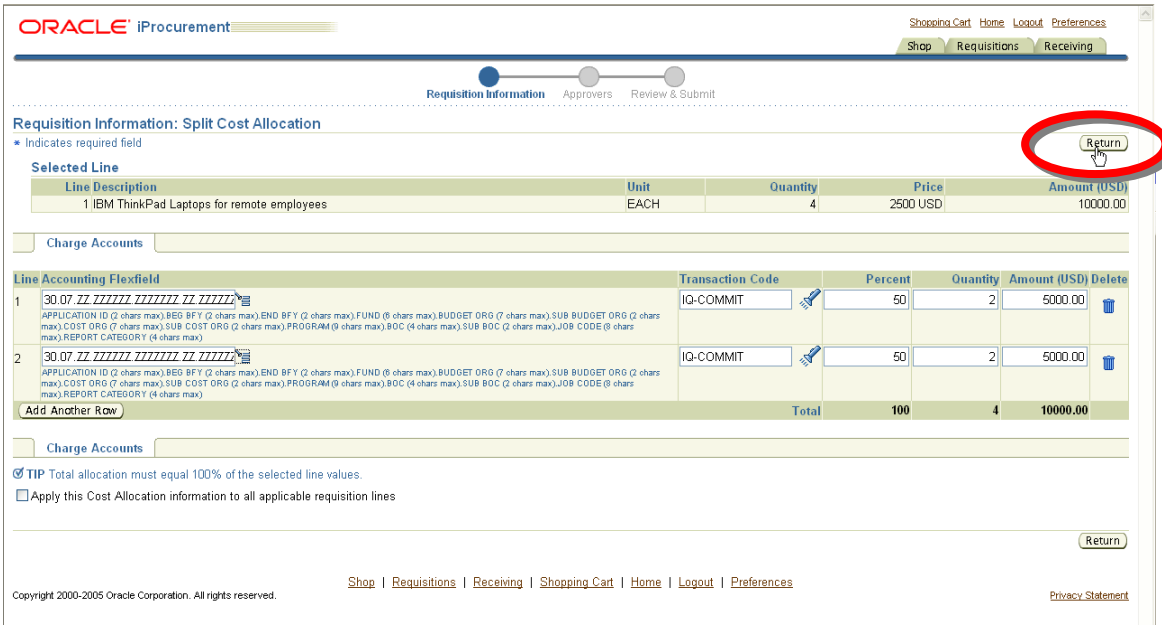
Tip! You can use any of the three fields to update the other two. Here's how it works: if you enter in a percentage in the *Percent* field, then click anywhere else on the page, the *Quantity* and *Amount (USD)* fields will update automatically for that line. Alternatively, if you were doing a quantity based Requisition for 6 items, and

you wanted two items to be paid by a certain accounting code, you would just enter "2" in the *Quantity* field and the *Percent* would automatically update to be 33.333333333% and the *Amount (USD)* field would reflect the cost of two items.

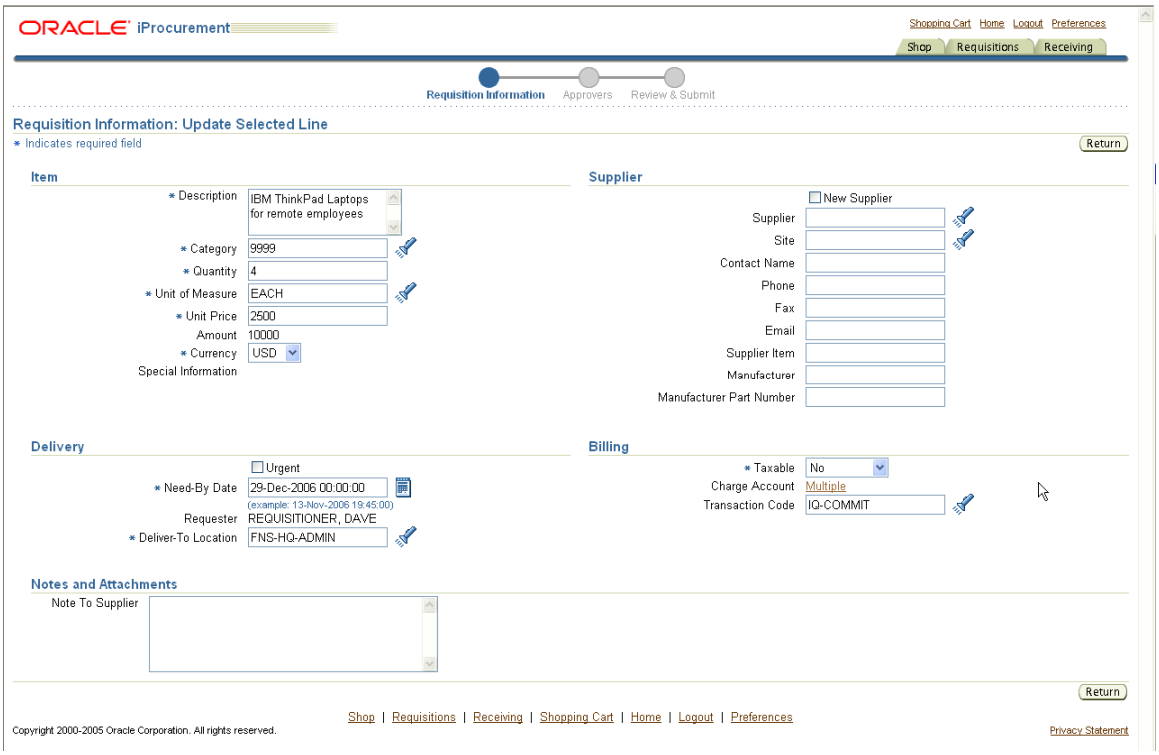
Note: This works on a line by line basis.

Warning! Before continuing, make sure that the *Total* line at the bottom comes to 100%.

Once you have finished adjusting the accounting, you can click on the **Return** button to go back to *Requisition Information: Update Selected Line* page.

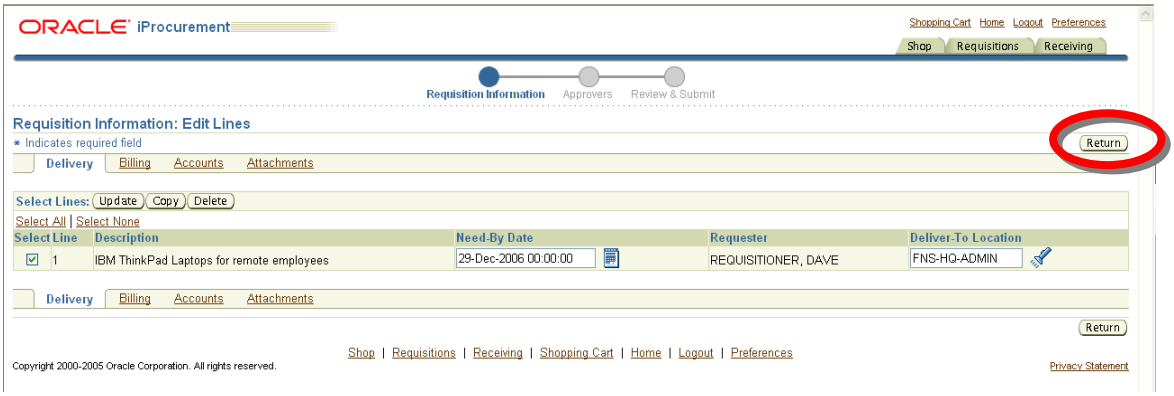


Review the page again to check for information that may need to be adjusted.

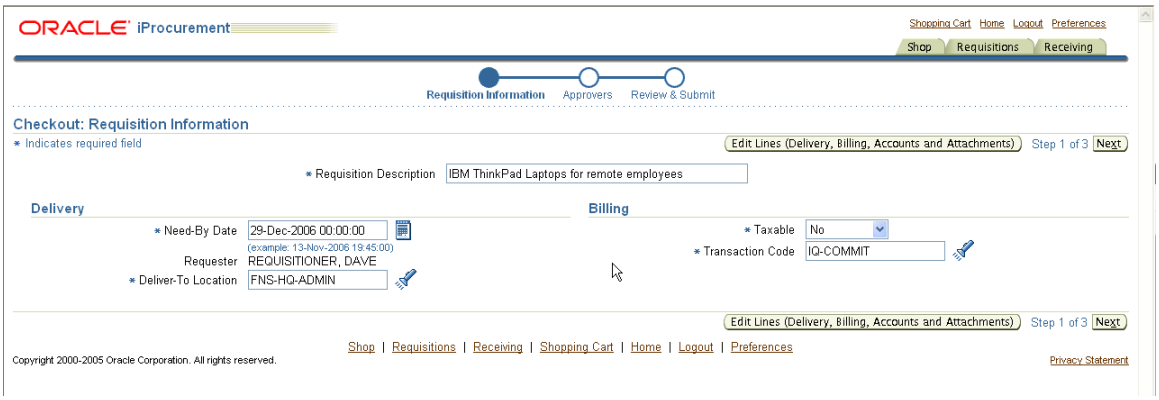


Note: The *Charge Account* field now says "Multiple" to reflect the multiple lines of accounting.

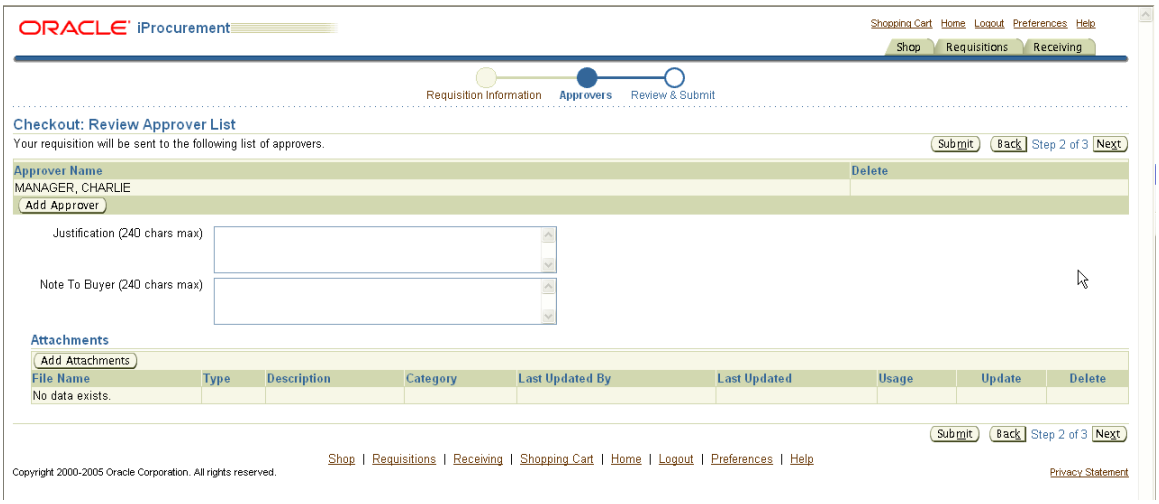
Once all of the information has been verified, click on the **Return** button to go to the *Requisition Information: Edit Lines* page.



Verify that all of this information is correct, and then click on the **Return** to go back to the *Checkout: Requisition Information* page.

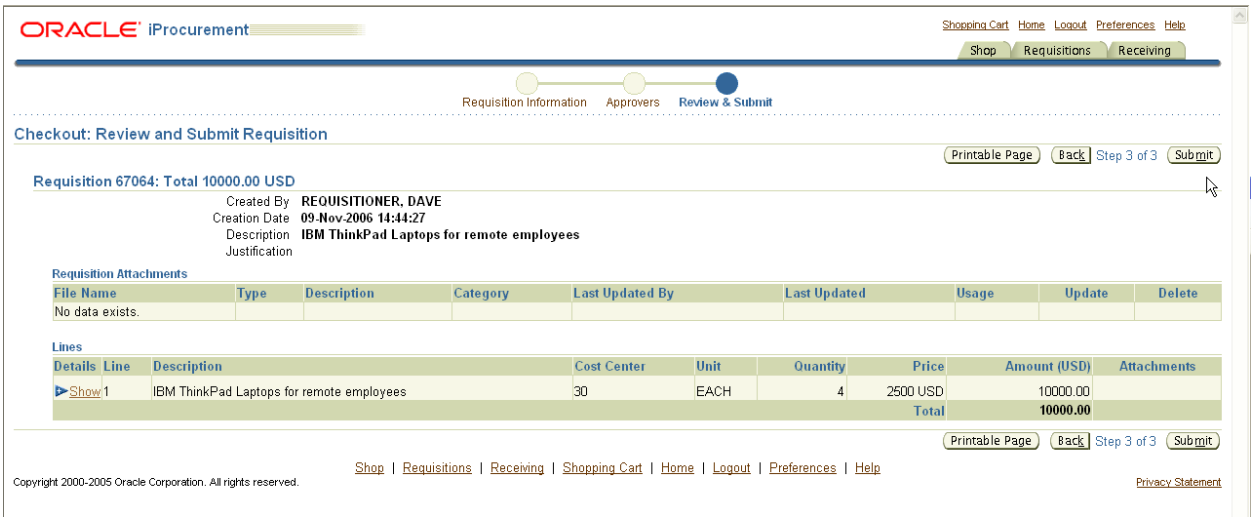


Now that you've finished editing the Requisition, click on the **Next** button to continue and complete the Approver Checkout process. This will take you to Step 2: *Review Approver List*.



In this example, Charlie Manager is the last approver in the chain so he is the only one listed in the approver list. If the Management Approver, or any intermediate Approver in the chain, edited the Requisition, the Approver List would reflect the names of the approvers in the chain that still had to approve the Requisition.

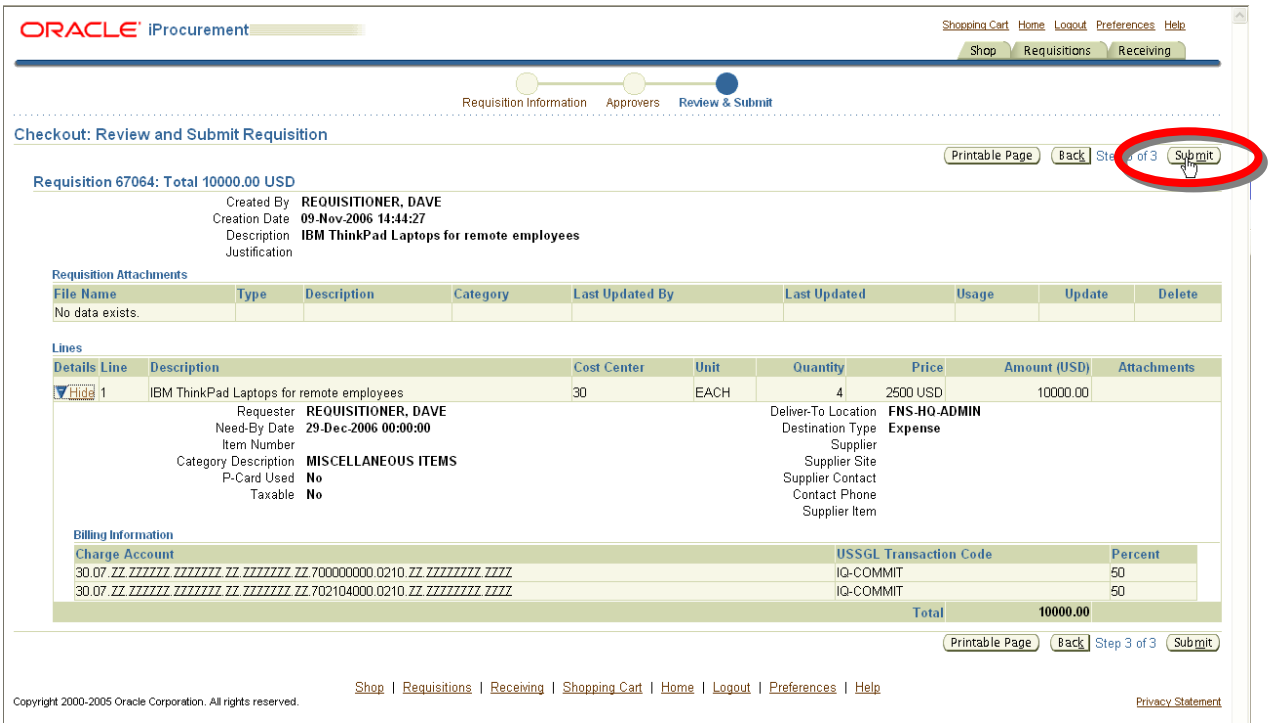
Click on the **Next** button to continue to the final step in the Checkout process – *Review and Submit*.



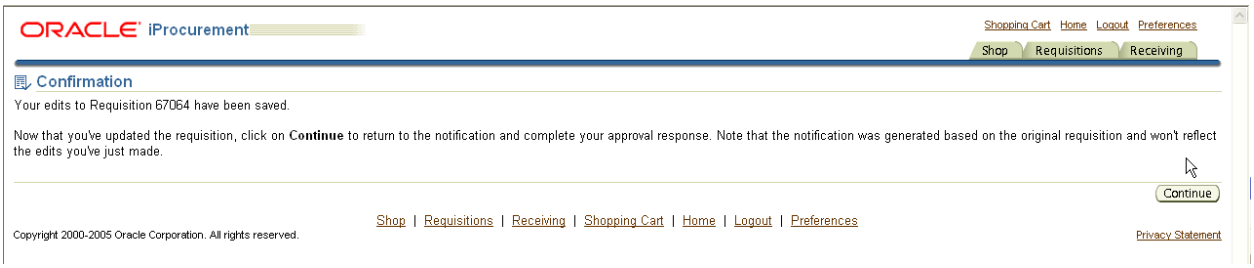
Here you can review the details of the Requisition one last time before submitting it.

> Remember! Click on the **Show** link in the *Details* column of the *Lines* section to see the details for each line. As with the final checkout page for Requisitioners, Approvers can get a printer-friendly version of the page by clicking on the **Printable Page** button.

To finalize the changes made, click on the **Submit** button.

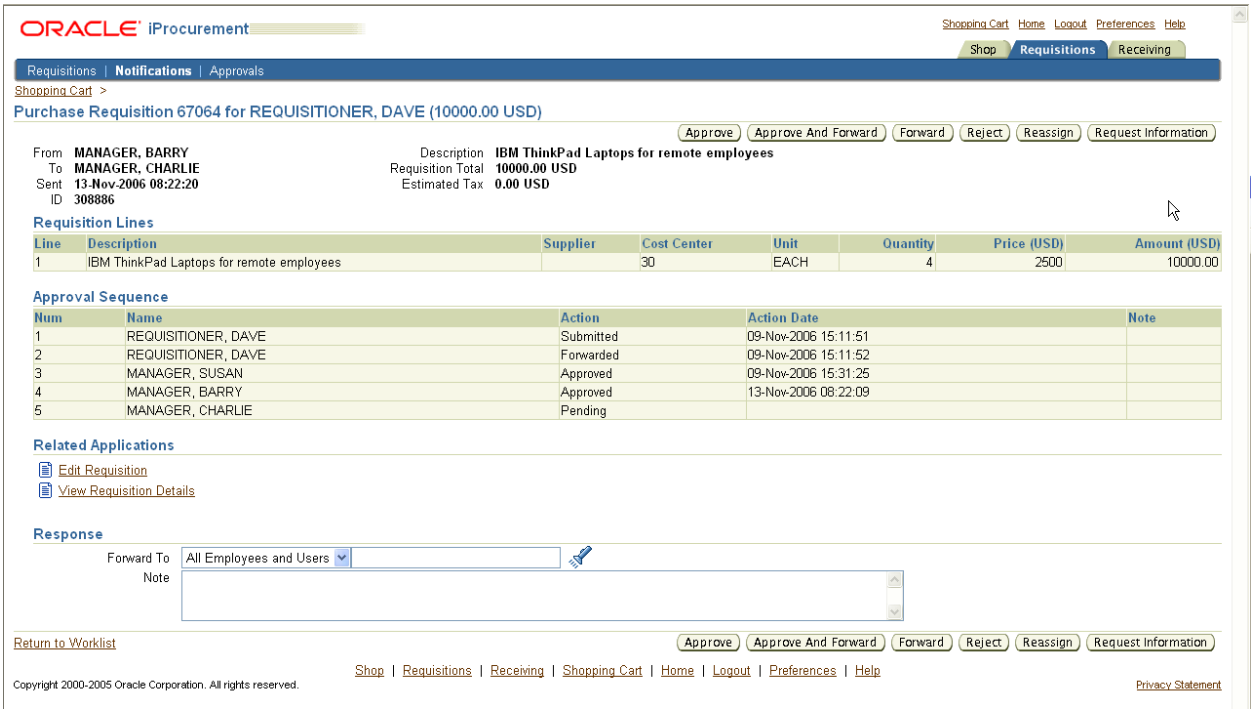


This will take you to a confirmation page stating that your edits have been saved.



Note: This only completes the checkout/editing process. The Requisition has NOT been approved at this point.

Click on the **Continue** button to go back to the *Purchase Requisition* page and approve the Requisition.



Warning! This notification was generated from the original Requisition. The detail information will NOT reflect the changes just made to the Requisition.

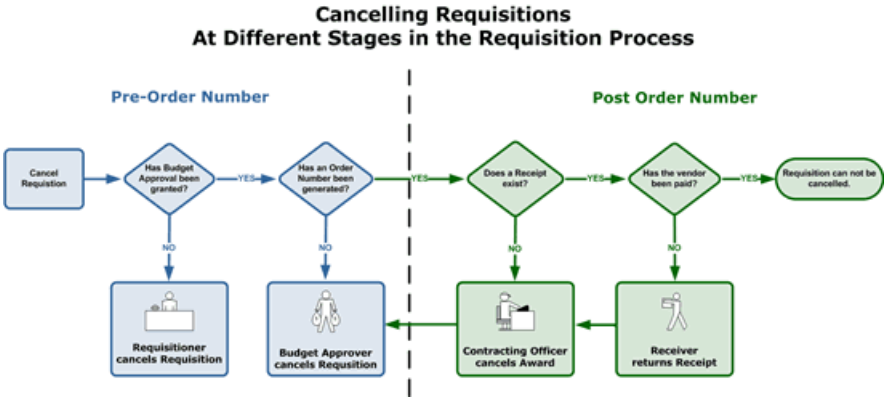
Now you can complete the Approval Process by clicking on the **Approve** button. This will take you back to your *Worklist* page, displaying all of the remaining notifications.

Canceling Requisitions

Business Process Guidelines

Budget Approvers may be tasked with canceling some Requisitions. Once the Requisition gets approved by the Funds Approvers and successfully submitted to FFIS, the system creates a commitment in the budget for that document. Once that happens, only the Budget Approver can cancel the Requisition, since only he/she has the proper rights in FFIS to decommit funds.

As a Requisition progresses further through the approval process associated documents may need to be cancelled before a Budget Approver is able to cancel a Requisition. For instance, if a receipt has been created, but payment has not been made the receipt must be returned and the Award document must be cancelled before a Requisition can be cancelled. After payment has been made to the vendor, however, the procurement process can not be reversed and a Requisition can no longer be cancelled. The diagram below illustrates the steps that must be taken to cancel a Requisition at various stages of the procurement process.

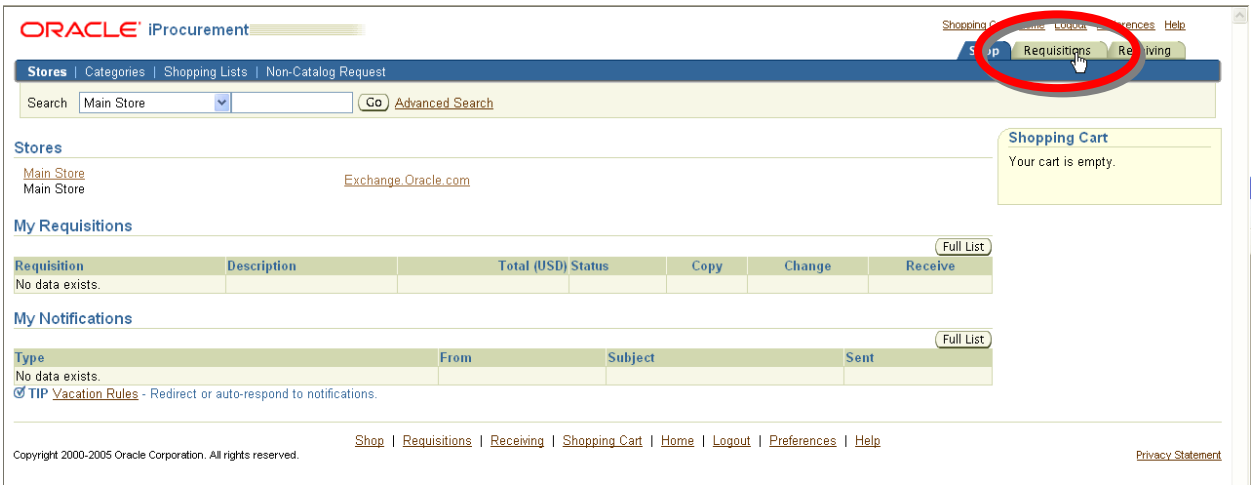


A Requisition can only be cancelled if it is NOT associated with a released award, at which point an Order Number has been created. To cancel a Requisition once an Order Number exists, the following procedure must be followed:

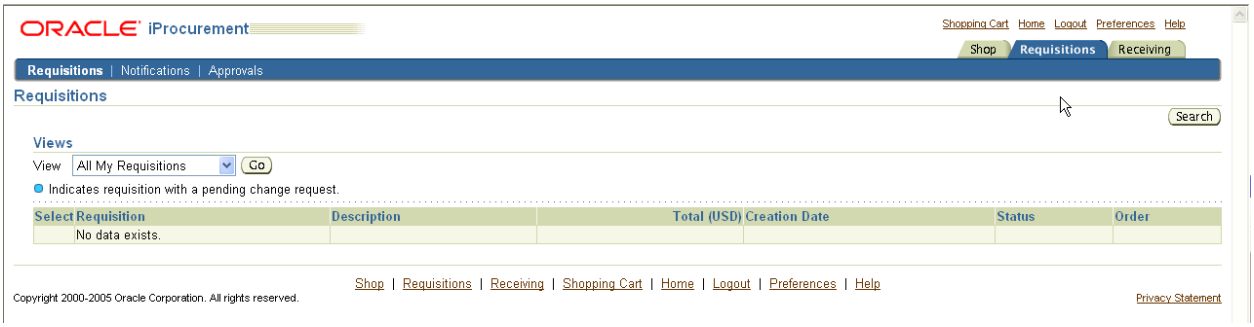
1. The Contracting Officer must cancel the line or the whole award for that requisition;
2. The cancellation is then approved by FFIS;

The Budget Approver can then cancel the line or the whole Requisition.

If you are not sure whether a Requisition has been awarded, you can go to the Requisition Details page to see if there is an Order number for the Requisition (or the individual lines). Search for the Requisition by clicking on the **Requisitions** tab in the top-right corner of the screen.

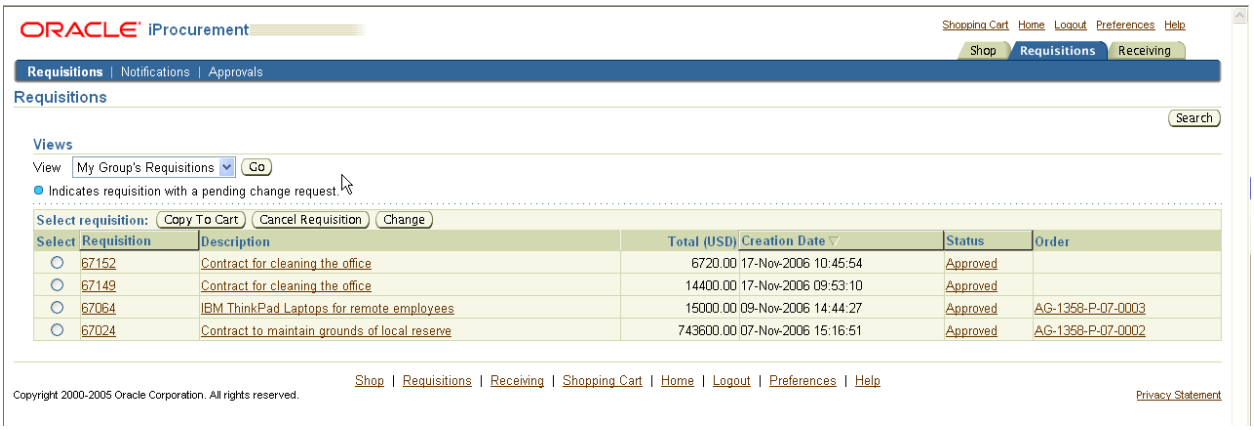


This will take you to the *Requisitions* page.



Notice that no Requisitions appear in this example. There are no Requisitions because the Budget Approver hasn't made any Requisitions. Budget Approvers can see all of the Requisitions sent to them, though, by changing the view options. Simply click on the arrow for the *View* menu and select **My Group's Requisitions** from the menu then click on the **Go** button.

This will allow you to see all Requisitions that you have worked (approved or rejected).



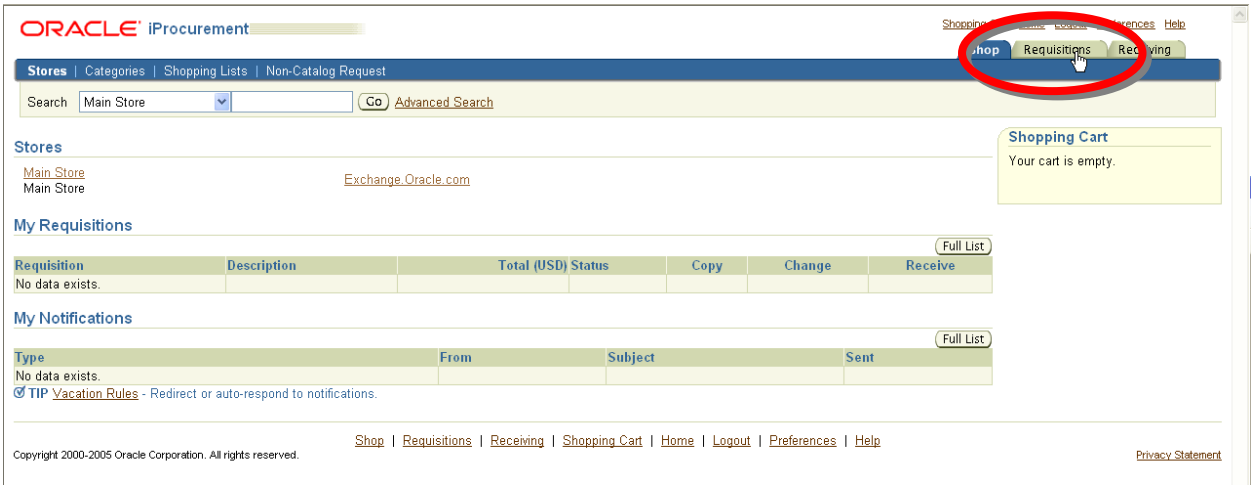
> **Note:** You can also search for a particular Requisition by using the search function. Simply click on the **Search** button in the top-right corner of the screen and enter the appropriate criteria.

Notice that Requisition numbers 62064 and 67024 both have order numbers listed in the *Order* column. Those Requisitions have been associated with awards. To cancel them, the Budget Approver would need to talk to the Contracting Officer and get the Award cancelled first.

> **Remember!** A common misconception regarding canceling Requisitions is that an award can be disassociated from a Requisition. Although PRISM provides the functionality to disassociate an award, it **does not** update Oracle and therefore **does not** update FFIS. An award **cannot** be disassociated from a requisition under any circumstances. The **only** way to update FFIS is to cancel the award.

Cancel Requisition Process in IAS

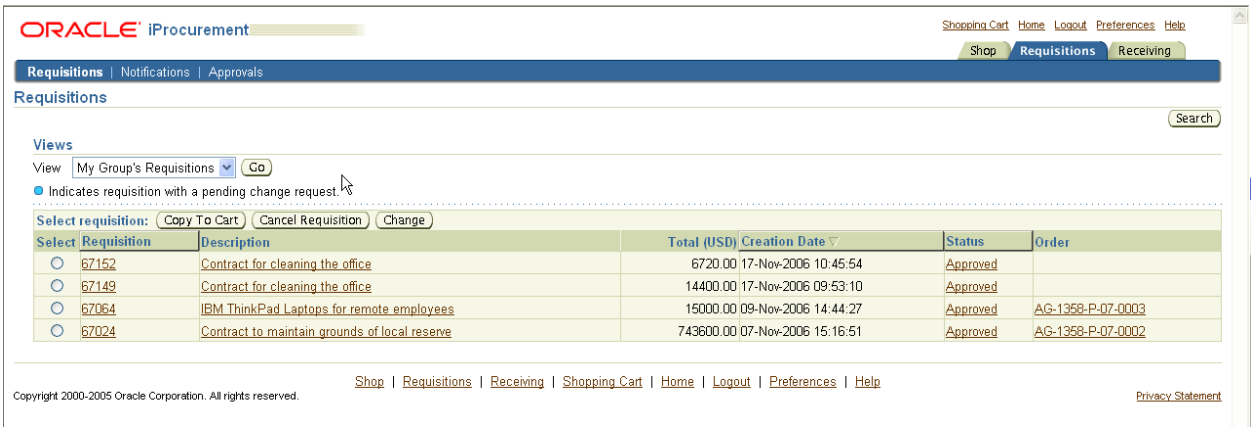
Here's how you cancel a Requisition. First, navigate to the *Requisitions* section by clicking on the **Requisitions** tab at the top-right of the window.



This will take you to the *Requisitions* page.

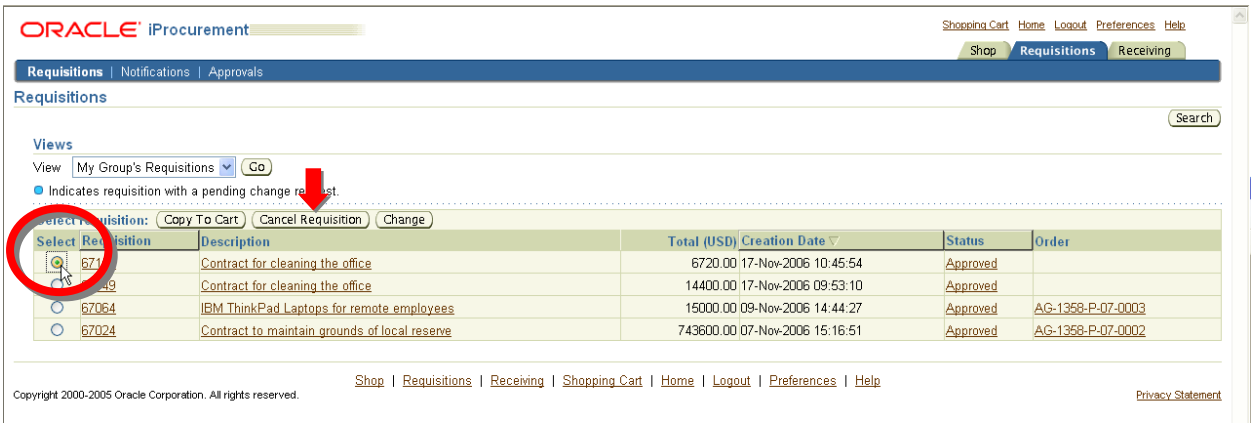
Notice that no Requisitions appear in this example. There are no Requisitions because the Budget Approver hasn't made any Requisitions. Budget Approvers can see all of the Requisitions sent to them, though, by changing the view options. Simply click on the arrow for the *View* menu and select **My Group's Requisitions** from the menu then click on the **Go** button.

This will allow you to see all Requisitions that you have worked (approved or rejected).



> **Note:** You can also search for a particular Requisition by using the search function. Simply click on the **Search** button in the top-right corner of the screen and enter the appropriate criteria.

Check the Select Radio button in the *Select* column and then click on the **Cancel Requisition** button to cancel the Requisition.



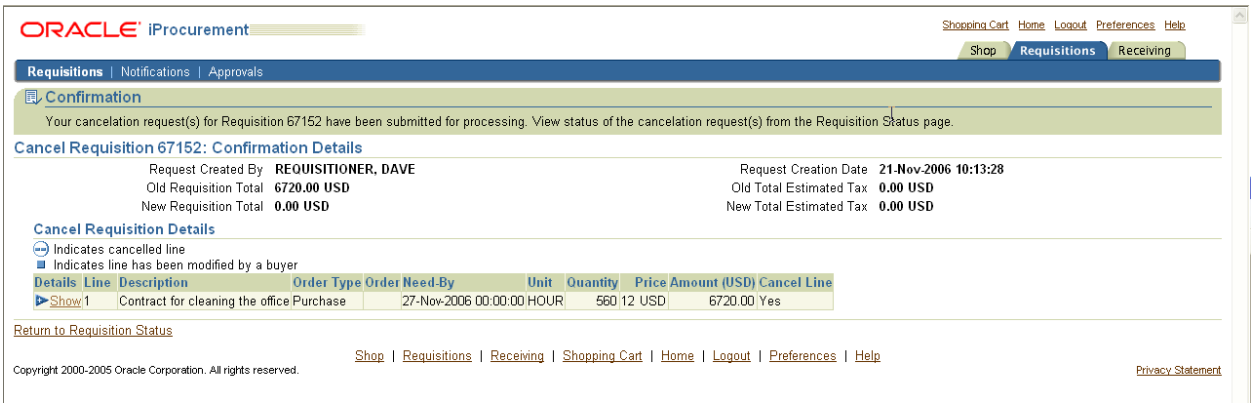
Tip! You can also cancel the Requisition by going to the *Requisition Details* page and clicking on the **Cancel Requisition** button there.

This will take you to the *Cancel Requisition* screen.

Tip! Though this example only has one line item, this page will allow you to cancel a single line item, multiple line items or the entire Requisition.

Review this information carefully to ensure that you won't accidentally cancel the wrong requisition. Once you are satisfied that this is the right Requisition, click on the **Cancel Entire Requisition (Only Funds Officers can cancel Approved or Pre-Approved requisitions)** button to go to the *Cancel Requisition: Review and Submit* page.

Review the information about the Requisition one final time. When you are ready, click on the **Submit (Only Funds Officers can cancel Approved or Pre-Approved requisitions)** button to finalize the cancellation. This will take you to the C*onfirmation* page.


ORACLE iProcurement
Shopping Cart Home Logout Preferences Help
Shop Requisitions Receiving
Requisitions | Notifications | Approvals
Confirmation
Your cancelation request(s) for Requisition 67152 have been submitted for processing. View status of the cancelation request(s) from the Requisition Status page.
Cancel Requisition 67152: Confirmation Details
Request Created By REQUISITIONER, DAVE
Request Creation Date 21-Nov-2006 10:13:28
Old Requisition Total 6720.00 USD
Old Total Estimated Tax 0.00 USD
New Requisition Total 0.00 USD
New Total Estimated Tax 0.00 USD
Cancel Requisition Details
Indicates cancelled line
Indicates line has been modified by a buyer
Details Line Description Order Type Order Need-By Unit Quantity Price Amount (USD) Cancel Line
Show 1 Contract for cleaning the office Purchase 27-Nov-2006 00:00:00 HOUR 560 12 USD 6720.00 Yes
Return to Requisition Status
Shop | Requisitions | Receiving | Shopping Cart | Home | Logout | Preferences | Help
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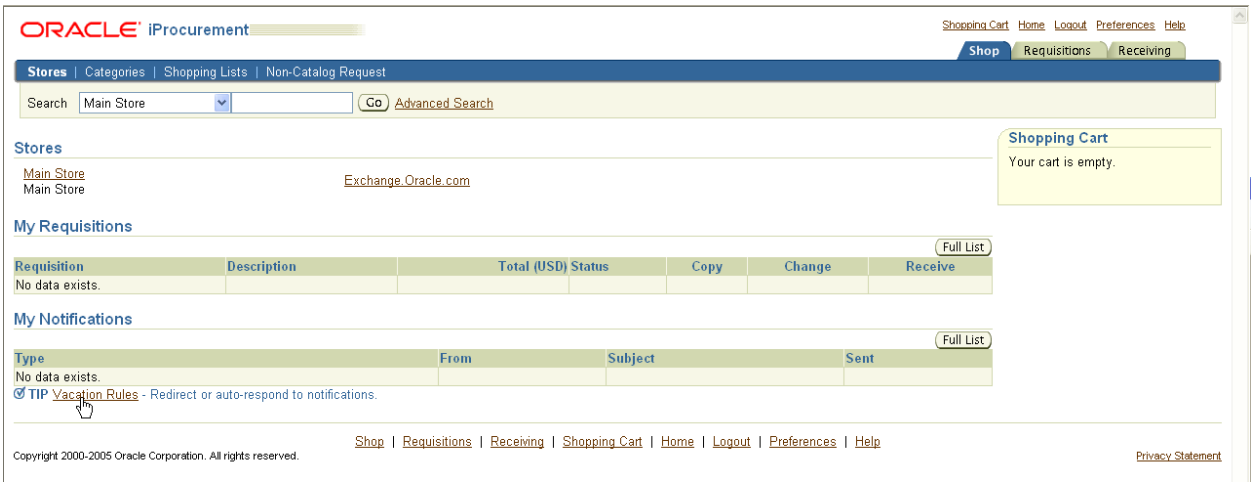
Managing Notifications

Reassign Notifications During Absence

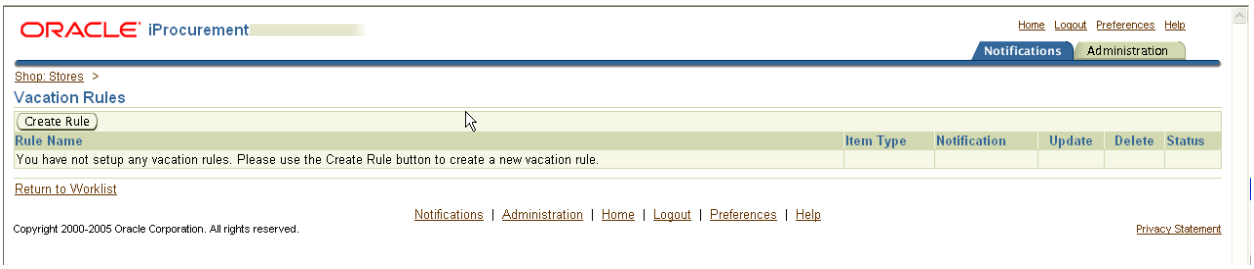
Management and Budget Approvers can create Notification Rules which automatically forward Requisition Approval Notifications to an alternate Approver when the original Approver unavailable to manage their Notifications directly, such as when they are absent for vacation. This allows a designated alternate to act in the place of the original Approver. This designated alternate is referred to as a **Proxy**.

> **Tip!** It is highly recommended that you check with the person who will be acting on your behalf before setting him/her up as a Proxy. In addition to being courteous, it will help ensure that the Proxy Approver will be available during your absence to handle your Notifications.

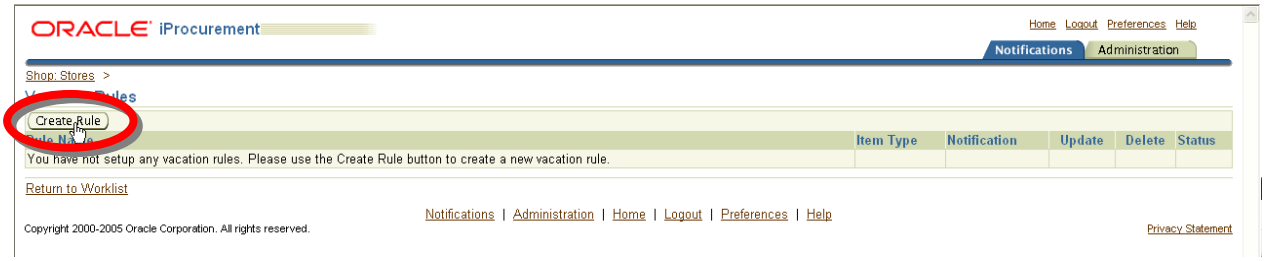
To reassign Notifications, click on the **Vacation Rules** link under the *My Notifications* section on the *Shop* page.



That takes you to the *Vacation Rules* page.

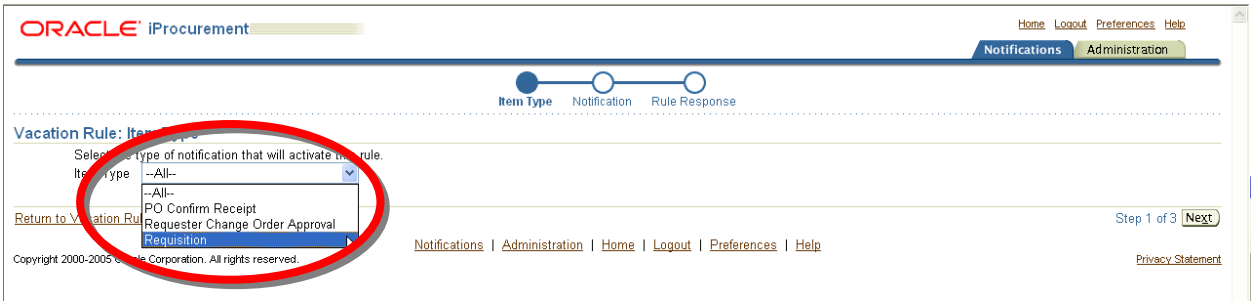


On the *Vacation Rules* page, click on the **Create Rule** button to be guided through the following three steps: (1) Notification Type, (2) Notification Format, and (3) Define Rule.



Step 1: Item Type

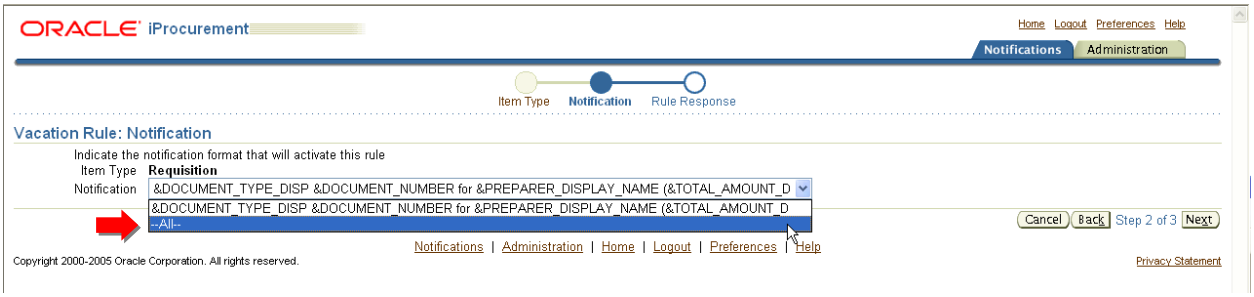
The options displayed will differ based on the rights and privileges assigned to your UserID. This is the page where you can choose what type of Notification Rule you want to create. An Approver wishing to have another Approver act in his/her stead should choose **Requisition** from the *Item Type* drop down menu.



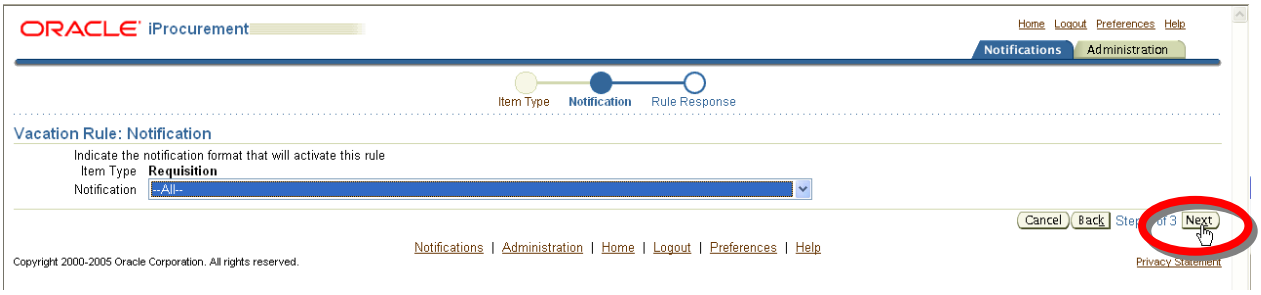
Once you have changed the *Item Type*, click on the Next button to move on to Step 2: Notification

Step 2: Notification

This is the page where you select the format in which the Notification will be sent to the Proxy. The default only covers one message type. Click on the arrow of the drop down menu and select **All** from the menu.



When the **All** is selected for *Notification*, click on the **Next** button to continue to Step 3 – Vacation Rule: Rule Response.



Step 3: Rule Response

IAS provides a number of options to define your Notification Rule. This is where you set the duration of the Notification Rule and what rights you want to give the Approver who will be acting as your proxy.

Enter in the appropriate information.

Start Date

This is the date and time you would like your rule to begin. The format for this is DD-MMM-YYYY 00:00:00. For example, April 5, 2006 2:30 pm is expressed as 05-APR-2006 14:30:00.

> **Note:** This will default to the current date and time.
>
> **Tip!** You can use the calendar feature for this date, just like the Need-By Date used when creating a Requisition. Simply click on the **Calendar** icon to quickly find a date.

End Date

This is the date and time you would like your rule to end. The format for this is DD-MMM-YYYY 00:00:00. For example, April 5, 2006 2:30 pm is expressed as 05-APR-2006 14:30:00.

> **Tip!** It is highly recommended that users set up an End Date for any Notification rules they create. If there is no End Date, you will have to remove the Notification Rule yourself.

Message

This is the message that the Proxy Approver will get with each Notification sent out.

Reassign

This option allows you to reassign your notifications to another user to act on your behalf. There are two types of reassignments: (1) Delegate your response and (2) Transfer Notification Ownership.

1. **Delegate your response**: This allows you to have another Approver work on your behalf, but you will retain the ownership of the document. That way, if there are errors that you need to correct later, you will still be able to find the document.

2. **Transfer notification ownership**: This option allows you to transfer ownership of a document to another user.

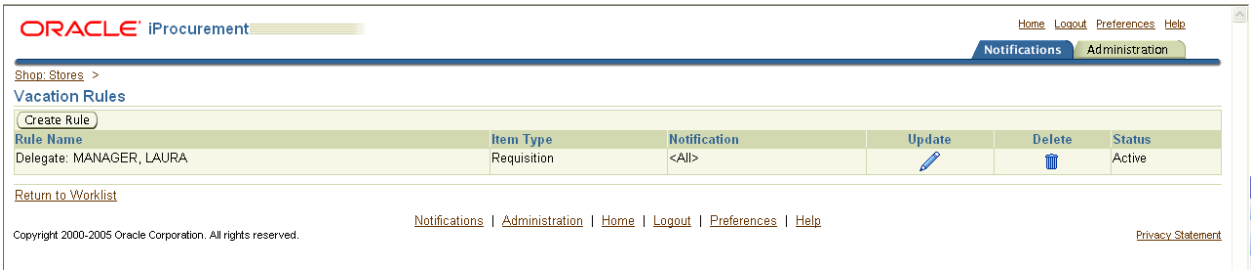
   Warning! If you transfer ownership of a document, you will not be able to work on that document in the future, even after the rule has ended or been removed.

Deliver Notifications to me Regardless of any general rules

This option allows you to override all previous rules created. This has the same effect as erasing all of the rules.

Once you have updated all the field appropriately, click on the **Apply** button to complete the rule setup.

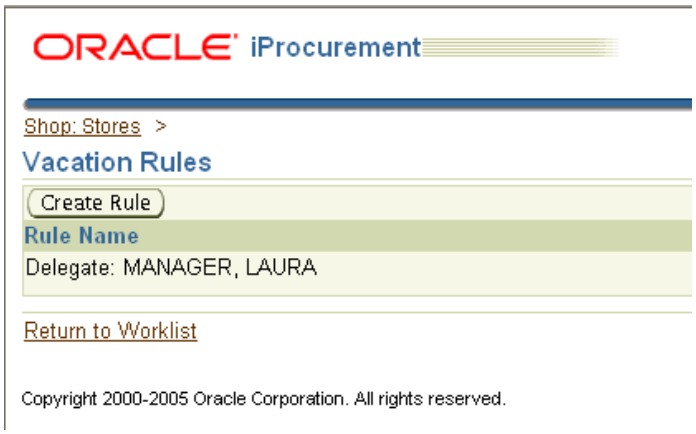
This will take you to the *Vacation Rules* page where you can see your Rule.



Note: The rule set up in this example has a status of *Active* because it was set to start immediately. If the rule you create is set up to start at some future date, it will be listed as *Inactive* until it goes into effect.

Warning! Rules can take up to 1 hour to take effect, even if they are set to go into effect immediately.

If you need to update the rule, simply click on the **Pencil** icon in the *Update* column.

If you need to delete the rule, click on the **Trash Can** icon in the *Delete* column.

To return to the *Shop* page, click on the **Shop: Stores** link in the top-left corner of the screen.